

## **Assistant Controller**

### *Open Position*

**Parallax Inc.** is a small privately held company located in Rocklin, California. Parallax designs and manufactures microcontroller development tools and small single-board computers that are used by electronic engineers, educational institutions, and hobbyists. The company's staff of 40 individuals performs functions that include engineering, manufacturing, marketing, sales, general administration, technical support, and assembly, both domestically and abroad. Examples of how Parallax customers use our products are shown at

<http://www.parallax.com/Resources/ApplicationsContests/tabid/271/Default.aspx>.

The Assistant Controller position is a unique hiring opportunity in response to two of Parallax's accounting staff being out on disability leave. Along with the creation of the position, the accounting function of the business is being relocated from Rocklin to Alpine Meadows. Because of the lack of other staff, the initial priority is to ensure the consistent flow of coverage in the accounting department. This will be achieved by training from the ground up beginning with performing all responsibilities for the part-time Accounting Clerk position. Once proficiency is reached in these duties, then training will progress to covering the responsibilities of the Senior Accountant/Financial Analyst position. The timing of the return of staff from disability is unknown, so the speed of progression beyond this is also unknown at this time. The final goal is to have a solid understanding of the process flow and overall responsibilities in accounting, then introduce a regular position as Assistant Controller, which will focus on financial statement preparation and analysis. Specific responsibilities of this position are undefined at this time, and will be determined as staff on disability may or may not return.

The responsibilities of the **Accounting Clerk** are:

#### **Software Applications**

- Accounting Business software: Syspro
- Merchant credit card processor: Authorize.net
- Microsoft Office Suite, including Word, Excel, Access, and Outlook
- Customer credit verification: Dun and Bradstreet

#### **Accounts Receivable**

- Match up PO's to Net 30 invoices and send invoice to customer
- Put credit card invoices in numerical order
- Reconcile daily Authorize.net credit card deposits generated from website sales to bank; process manual credit card transactions using Authorize.net; audit transactions between Authorize.net and Syspro
- Prepare and send monthly statements/ Collect on past due accounts
- Research credit memos
- Prepare cash deposits and record in Syspro; Record credit card deposits, and other receipts into Syspro
- Troubleshoot any problems with customer A/R accounts/handle A/R questions from customers
- Maintain and file daily A/R journal reports
- Maintain daily credit card receipt files/sales invoice files
- Release A/R accounts which go into suspense upon approval
- Record wire receipts in Syspro
- Notify Controller of extreme past due A/R accounts
- Approve credit terms to Net 30 customers/D&B info
- Make miscellaneous adjustments to A/R accounts
- Record eBay sales receipts; reconcile eBay paypal account and transfer funds from paypal to business checking.

#### **Accounts Payable**

- Enter A/P invoices and code to appropriate G/L account or match appropriate GRN
- Prepare weekly check distribution
- Collect personnel expense reports/prepare checks for reimbursement
- Maintain vendor master file along with buyer
- Maintain and file daily A/P journal reports, paid files, and payable files
- Collect W-9 forms as needed
- Assist with annual preparation of 1099 forms

**Cash Management**

- Prepare manual checks as requested
- Verify and track daily transactions for checking account through Wells Fargo on-line service
- Maintain and file daily journal reports
- Record petty cash transactions/collect and distribute petty cash funds as needed/reconcile petty cash balance at month end

**General**

- Maintain all accounting files
- Maintain forms relating to accounting functions (expense report form / mileage reimbursement form / cash receipt form / check request form, etc.)
- Recommend policies and procedures for sales and payables
- Maintain independent contractor database
- Maintain accounting procedures file

The responsibilities of the **Senior Accountant/Financial Analyst** are:

**Software Applications (in addition to those noted above for the clerk position)**

- Gracey Properties: Quickbooks
- Data Queries: Access
- Amortization schedules: TValue

**Cash Management**

- Reconcile daily debits/credits in corporate checking account to accounting software
- Transfer funds between checking, savings, business credit line and business loan accounts/manage cash flow for all company accounts
- Prepare monthly bank reconciliation for business checking/savings/investments/credit card processor/company credit card accounts
- Import monthly company credit card transaction log/record all activity in Syspro

**599 Menlo Ownership**

- Maintain files
- Prepare disbursements and deposits; prepare bank reconciliation; manage cash flow
- Prepare monthly financial statements
- Coordinate 599 Menlo records with Parallax records
- Prepare annual balance sheet analysis, annual budget, and annual CAM reconciliation

**Financial Analysis**

- Maintain detailed spreadsheets for fixed assets/reconcile to corporate tax return
- Prepare monthly GL expense account analysis
- Audit/analyze GL balance sheet accounts monthly
- Audit/analyze production efficiency monthly
- Prepare all month end sub-ledger closing functions

**Reporting**

- Prepare quarterly sales tax report for California Franchise Tax Board-pay estimate monthly

- Prepare monthly sales tax return for Indiana
- Prepare annual personal property tax return
- Provide data for preparation of Oklahoma and Washington State tax apportionment
- Prepare annual 1099's
- Prepare monthly royalty calculations and invoices for payment

***This position will place the candidate in a unique situation to work closely with the officers of the company. Anyone in this position will be privy to conversations and knowledge of sensitive corporate information. Because of this, it is critical that Parallax recruit a person with personal qualities that blend with the officers, that is highly trustworthy, and that reinforces the spirit of customer service that defines the business.***

***The ideal candidate will possess:***

- Enthusiasm, positive attitude, and demonstrates respectful and supportive relationships with others
- A highly professional character
- A sharp intellect with attention to detail
- The ability to redirect attention on a moments notice
- A thorough understanding of accounting terms and theories
- Self-motivation with the ability to solve problems under minimal guidance

***Required skills:***

- 5 or more years experience in a senior accounting capacity, preferably in a manufacturing environment
- Bachelor's Degree in Business, Finance, or Accounting
- 5 or more years hands on experience with fully integrated business software
- Excellent time management, communication, and organizational skills
- Ability to travel to Rocklin office as needed

**Salary** determined on employment, commensurate with experience, qualifications and enthusiasm.

**Application** consists of a cover letter and resume e-mailed to:

[jobs@parallax.com](mailto:jobs@parallax.com)

or mailed to:

Human Resources Manager

599 Menlo Drive

Rocklin, CA 95765

Please check out the Parallax website for more information on the company: [www.parallax.com](http://www.parallax.com)