

# Accounting Analyst

## WHO WE ARE?

PacMin brings imagination to life by providing visually dynamic marketing solutions to a wide range of industries, ranging from aviation and aerospace to events and entertainment. PacMin creates custom scale models, trade show exhibits, dynamic graphics, and promotional solutions to help businesses build key relationships.

We are looking for an **Accounting Analyst** to join our team of talented and enthusiastic professionals!

**At PacMin, the Accounting Analyst serves a vital role on the Accounting team. Serving as the key support to the Accounting Manager, the role will have endless mentorship opportunities. As the focal for all new projects, and research the Accounting Analyst will be exposed to all areas of our company.**

***If this sounds like you, we want to talk to you!***

- *You are relentless in your pursuit of answers*
- *You enjoy researching and developing solutions*
- *You love diving deeper into complex matters*
- *You enjoy working directly with persons in other departments to understand what's really happening*
- *You like to proactively communicate important updates before someone asks you for them*
- *You believe the culture of a company is directly related to its success*
- *You are always ready to tackle new projects.*
- *You like to keep up and learn new technologies.*
- *You believe a process is never perfect, and that there is always room for improvement*
- *You pay attention to all the details all of the time.*
- *Summarizing complex situations into key points, comes easily to you.*
- *You're looking for a Company that values your contribution and you can see the results of your hard work. You want the ability to provide suggestions and your opinion matters.*

## **Key Responsibilities of the Accounts Receivable Specialist:**

- Project Cash Flow on an ongoing basis
  - Work w/A/P to project outgoing cash
  - Work w/A/R to project incoming cash
- Monitor expense trends and provide insight
  - Drill into increases/decreases
- Maintain Prepaid/Accrued Schedules
- Maintain Bank Reconciliation
- Report, analyze, and present financial data
  - Assist with preparation of financial statements and projections
  - Analyze expense trends and report findings
  - Assist with audits and tax returns
- Manage Cost Accounting functions
  - Inventory Accuracy
  - Inventory Valuation

- WIP/COGS Accuracy
- Product Line Reporting
- Margin Analysis
- Manage the key Accounting processes
  - Set-up new accounts with vendors and work with Procurement to negotiate terms
  - Set-up new customer accounts and recommend terms
  - Monitors and expedites key accounting inputs (i.e. labor, receivers, job order closing)
  - Interface w/Baja Plant to ensure timely and accurate reporting
  - Compute and coordinate Sales Commissions
  - Backup for cash balance (payment/advance from credit line)
  - Shareholder Accounting
- Provide support to the Accounting team to achieve department goals
- Provide support to other departments to achieve company goals

### **Minimum Requirements**

- Minimum of a BA/BS degree in Accounting. 2-3 years of accounting experience, preferably in a manufacturing company.
- Excellent Customer Service, high energy and positive demeanor
- Ability to work well in a close team environment
- Excellent communication skills, both written and verbal
- Excellent organizational, analysis, and problem-solving skills
- Strong attention to detail - achieve thoroughness and accuracy when accomplishing a task
- High sense of urgency/initiative
- Excellent computer skills
- Bilingual in Spanish is a plus, but not required

### **Physical Demands**

- Must be able to remain in a stationary position 70% of the time (sit and/or stand)
- The person in this position needs to frequently move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office machinery, such as a calculator, copy machine, computer printer, etc. Occasionally would operate manufacturing related equipment.
- The person in this position frequently communicates verbally with coworkers, supervisors, and/or customers. Must be able to exchange accurate information in these situations
- Occasionally moves equipment, tools, materials, models, etc., weighing up to 25 pounds across the plant.

If position sounds like it's for you, please submit your resume! We want to talk to you immediately.