



1340 Charwood Road, Suite L  
Hanover, Maryland 21076  
Telephone: 410-590-3333  
Fax: 410-590-3555

## **Staff Accountant**

Octane Wireless, a leading communications equipment developer and manufacturer, is seeking a staff accountant to join our team. The staff accountant will be responsible for organizing, coordinating and executing the accounting function for the company.

### **Responsibilities:**

- Maintain company accounting system within Quickbooks.
- Record sales orders and prepare work orders for factory.
- Analyze raw material and finished goods inventory and make recommendations for procurement.
- Prepare product shipments including packing slips, invoices, and waybills.
- Manage Accounts Receivable.
- Prepare documents for export sales.
- Prepare purchase orders and interact with vendors to ensure timely delivery of material.
- Enter bills into Quickbooks.
- Manage Accounts Payable.
- Prepare for Monthly Close and Issue Financial Statements.
- Maintain office financial records.
- Perform other related duties as required.

### **Position Requirements:**

- Bachelors Degree in accounting, business, or related field.
- Bookkeeping experience with Quickbooks and demonstrated understanding of GAAP.
- Strong MS Office (Word, Excel, Outlook) experience, ability to create spreadsheets and other reports.
- Highly ethical and loyal.
- Ability to keep company information confidential.
- Excellent organizational skills and attention to detail.
- Ability to maintain a high level of accuracy in preparing and entering information.
- Excellent problem-solving, decision making and time management skills.
- Effective written and oral communication skills.
- Excellent interpersonal skills.
- US Citizen or US Permanent Resident.