Staff Accountant - **SAN JOSE, CA /** **FINANCE AND OPERATIONS /** **FULL TIME**

An emerging additive manufacturing technology company based in the San Jose Bay Area, is developing a proprietary high-volume 3D printing and additive manufacturing technology for the fabrication of active devices. The candidate will be part of a highly motivated and experienced team. This position is full-time, based in San Jose, CA.

**Responsibilities**

- Own the accounts payable process and receive, maintain, and process invoices for payment; apply check, ACH, wire, and credit card payments; and reconcile cash and AP accounts on a daily basis

- Maintain the AP aging report and reconcile against any vendor prepayments

- Coordinate with the purchasing and receiving teams to ensure proper recordkeeping on issued purchase orders and purchase receipts

- Support the purchasing team in opening and maintaining relationships with new suppliers, establishing credit terms, and collection of initial documentation such as W-9s, payment information, and new vendor applications

- Interact with vendors and suppliers to research, understand, and resolve price discrepancies

- Own the travel and expense reimbursement process, including orientation and training as necessary, assisting coworkers with questions and troubleshooting, and maintenance of reporting

- Participate in the month-end close process, including communication with the organization, daily team coordination huddle, preparation of accrual journal entries, and maintenance of checklists

- Participate in occasional system implementation or process improvement initiatives

- Assist with account or vendor research, ad hoc analysis and general ledger maintenance, and other tasks as assigned

**Qualifications and Skills**

- BS in finance, accounting, or business administration preferred or approximately 4 years of experience in a position similar to that of an accounts payable specialist

- 2-3 years of accounting experience, ideally in a manufacturing or production environment

- Familiarity with ERP systems and enterprise accounting tools

- Strong working knowledge of Microsoft Office suite with particularly honed skills in Excel

- High attention to detail and sense of organization

- Ability to switch tasks regularly and wear several hats depending on the situation

- Positive attitude and desire to contribute to a high-functioning team