



Senior Accountant

Tantalum is strategically important mineral with about half the world's supply used in electronic products such as tablets, smart phones, digital cameras and electronic systems for vehicles. Our headquarters are located in the United States with operations in Australia, Japan and Pennsylvania.

The Senior Accountant position is responsible for the accounting operations of the company, to include maintaining an adequate system of accounting records and a comprehensive set of controls designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards. In addition, supporting the Finance Manager for other various financial and taxation projects is critically important as needed.

Summary Areas of Role:

- General Accounting
- Plan, direct and complete the daily accounting operations including general ledger, payables, and billing
- Ensure timely and accurate month-end closes, monthly account reconciliations and issue resolution
- Taxes (Corporate income tax, Consumption tax, Withholding tax)
- Assist tax return preparation for timely filing
- Other various financial projects support

Reports to: Finance Manager

Responsibilities include:

General Ledger

- Maintain account reconciliations
- Preparation and processing of journals in general ledger
- Assist with preparation of supporting documentation and schedules for internal and external audit requirements.
- Assist finance manager with closing tasks (monthly, quarterly and annual) for timely submission of the reporting packages
- Recommend to Finance Manager opportunities for process improvements with regard to the proper recording of financial statements closing timeline and accounting consistency with operations

Reporting

- Manage the weekly cash flow forecasts
- Properly prepare GL reporting processes and monthly closing.
- Provide financial analyses as needed

Taxes

- Proactively support Finance Manager with tasks as assigned with regard to Corporate Tax Filing
- Accommodate relevant information for withholding tax and consumption tax
- Ensure that withholding tax applied is complied with local tax regulations and payment is in line with due date

Backup of Payables & Collections Clerk

- **Sales Orders and Accounts Receivables**
 - Issue invoices to customers
 - Contact customers regarding overdue accounts and determine reasons for non-payment
 - Issue monthly customer statements
 - Liaise with customer service to maintain and update outstanding invoice
 - Reconcile sales order and invoice register including credit note and rebate transactions
 - Maintain accurate records about the customer payment status



- **Purchase Orders and Accounts Payables**

- Check details for accuracy and match with the purchase orders
- Resolve discrepancies between vendor invoices, purchase order and receiving records
- Ensure regular verification of payment approvals for non-documented invoices
- Check details for accuracy and matching with the purchase orders to ensure timely posting
- Review and post reimbursements for expense claims
- Review and approve domestic and overseas vendor payments through Web banking

Additional Responsibilities

- Finance Manager may assign additional accounting or finance-related projects and/or task requirements as they arise. Take ownership of any new assignments and proactively work towards timely completion of these new assignments with attention to detail, completeness and accuracy. These assignments may include, but are not limited to:
 - Annual objectives as stated in the Performance Based Management form
 - Ad-hoc requests in response to a specific situation or problem or process improvement
- Administration
- Liaise with manager and staff to ensure projects are conducted efficiently
- Communicate with staff & manager using proper channels
- Document filing
- Ensure filing and documentation is up-to-date and compliant with standard processes and formats

**** Qualified candidates please email your CV and a cover sheet outlining your qualifications and relevant experience to dpindea@globaladvancedmetals.com.