

# Business Accounting

Location: Windsor, California

## About Micro-Vu

Micro-Vu designs automated 3D measuring machines. These machines use 3D software, image processing, precision mechanics and motion control, lasers, tactile probes, and 3D sensors to measure mechanical dimensions on various parts to accuracies of a micron.

Micro-Vu manufactures these machines in a highly-automated factory at its campus in Northern California. Customers purchase Micro-Vu machines to measure their parts for quality control and assurance. Cell phone manufacturers, medical device and aerospace companies, and many smaller industries use Micro-Vu machines in their facilities around the world.

Micro-Vu is located in Windsor, California near the Russian River. Micro-Vu was established in 1959, and has become a leader in automated 3D industrial measurement. Engineers must be highly-motivated and passionate about bringing the best possible products and technologies to the market.

## Job Summary

Our company is in need of a motivated person to oversee and execute internal business accounting-- both our daily activities and create long-term strategies. This position will work closely with our external accounting firm and operations personnel and handle day-to-day accounting, bookkeeping, etc. We're an energetic company and are looking for a passionate individual to join our organization and revitalize our record keeping and bring more organization to our day to day financials.

Responsibilities and tasks may include:

- Enter accounting related information into business applications
- Recommend ways to reduce costs and enhance revenue
- Perform monthly bank reconciliations
- Prepare documentation for external auditors
- Implementing new techniques to modernize accounting practices
- Restructuring General Ledger accounts to allow faster, more efficient accounting
- Working with the company's outside CPA firm to efficiently share data necessary for preparing financial reports, taxes, etc.
- Develop better methods for dealing with sales and use tax, import/export duties, etc.
- Prepare preliminary tax forms and financial statements, and correlate these to those provided by the outside CPA firm
- Provide insight, expertise, and opinion to help the company modernize its accounting and ERP system
- Data management – including entry of information into a business software and computer-based databases.
- Collecting, monitoring, analyzing, and communicating metrics as appropriate.
- Work with internal software development to create internal software applications that serve accounting and business logistics.
- Working independently and confidently with very little, if any, guidance from others

## Education

B.S. or M.S. Accounting or similar

## Qualifications

- Strong understanding of Accounting
- Passionate about accounting and tax issues
- Demonstrate personal maturity and discretionary judgment at all times; performs with high energy, integrity, honesty, trustworthiness, and the ability to keep sensitive matters confidential
- Understanding of finance and financial statements
- Consistently achieve results across multiple functions
- Prior accounting or tax work experience a plus
- Strong organizational skills.
- Strong technical skills and proficiency in computer systems
- Have math/finance skills to perform the expected job functions
- Attention to detail
- Utilizing excellent written and verbal communication skills to effectively interact with all personal styles