



Global Communication Semiconductors, LLC

Corporate & Foundry

23155 Kashiwa Court, Torrance, CA. 90505

Telephone: 310-530-7274 Fax: 310-517-8200

Website: www.gcsincorp.com

Job Title: **Staff Accountant**
Job Req. #0648
Department: Accounting
Status: Full-Time / Exempt
Shift: Day

Job Description

Primarily responsible for routine monthly consolidation of accounting activities and monthly financial analysis for subsidiary. Employee will be responsible for the bi-weekly payroll administration as well as intercompany activities between subsidiary and parent company. Employee will act as a liaison between parent company and subsidiary personnel. Routine accounting activities will include data transactions for accounts receivable, billings, payroll, and general ledger entries along with inventory transactions and cost analysis. Administer the fixed assets of the subsidiary. Perform daily, monthly, and quarterly account reconciliations. This position is also responsible for maintaining balance sheet and the accuracy of the monthly income statement for the subsidiary.

- Assists in the quarterly and year-end financial audits.
- Performs daily/routine accounting functions including daily bank reconciliation.
- Performs and maintains accounts receivable activity such as collection of past due accounts.
- Performs bi-weekly payroll entries including recording of expenditures and calculation of PTO (Paid Time Off) activity.
- Performs monthly and quarterly accounting activities such as recording of depreciation, maintenance, and recording the amortization of prepaid items.
- Performs and maintains accounts payable activity such as recording of invoices and administration of disbursements.
- Oversees for the quarterly reporting of sales and use tax along with the administration of monthly sales tax deposits.
- Maintains inventory, including issues and coordination of monthly physical inventory count.
- Performs monthly costing activities including general ledger entries as well as monthly analysis.

Job Requirements

- Bachelor's degree (B.A.) in Accounting, General Business, Finance or Business Management from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- 3+ years of Accounting experience (primarily in A.P., A/R and Fixed Assets).
- Proficiency in MAS90, Chrystal Reports, and FrX Financial Reporting
- Ability to work in a fast-paced, high-tech environment with minimal supervision.
- Must be fluent in Chinese Mandarin language.