



# **Global Communication Semiconductors, LLC**

Corporate & Foundry  
23155 Kashiwa Court, Torrance, CA. 90505  
Telephone: 310-530-7274 Fax: 310-517-8200  
Website: www.gcsincorp.com

## **Accountant / Sr. Accountant**

Job Req: #0757  
Department: Accounting  
Status: Full-Time/Salaried  
Shift: Day  
Salary Range: \$65,000 - \$75,000 annually

### **Job Description**

- Responsible for daily billing, daily bank deposits, payment application to outstanding invoices in a timely manner.
- Monitors and maintains accounts receivable aging; notify appropriate parties if customer fails to respond.
- Manage prepay customers including sending Pro-Forma invoices and notify appropriate parties if payment not received.
- Monthly/Quarterly Sales Tax return filings and payments.
- Administration of fixed assets, including additions, disposals, monthly depreciation recordings, and annual physical counts.
- Administration of Construction-In-Progress accounts, including but not limited to each project follow-up with proper records, monthly deposits reclassification, etc.
- Manage and monitor inventory costing database including but not limited to material issuance reconciliation, invoice tagging, discrepancies research, etc.
- Assist in the monthly inventory recording and quarterly inventory evaluation including LCM (lower of cost or market) and Slow-Moving activity.
- Perform daily, monthly, and quarterly account reconciliations for Accounts Receivable, Fixed Asset, Prepay, CIP, etc. GL accounts.
- Assist in the quarter-end and year-end financial audits.

### **Job Requirements**

- Bachelor's Degree (BA) in Accounting or Finance, and at least five years of related working experience.
- Computer skills required: Proficient in Microsoft Excel and other Microsoft Office Suite; Accounting Software
- Other skills required:
  - Fluent in Mandarin
  - Detail-oriented and deadline-oriented
  - Willingness to work flexible schedule if necessary.
  - Excellent communication skills and analytical skills