

## Accounting Assistant, Finance Department

Western Marine Electronics (WESMAR), based in Arlington, WA is a world leader in the design and manufacture of sonar for the commercial fishing industry, and marine equipment for propulsion and stabilization of yachts and commercial marine vessels.

Founded in 1965, WESMAR pioneered technology advances in sonar and radar. WESMAR was the first company to introduce counter rotational dual propeller bow and stern thrusters and introduced significant advances in stabilization technology for yachts and work boats.

Due to growth and expansion into our new facility in Arlington, WA we are seeking qualified candidates for the position of an Accounting Assistant.

### Position Overview

This position will be responsible for performing and managing a range of accounting and financial management duties to support the financial functions of the company.

### Duties and Responsibilities

- » Maintain Accounts Receivables including customer files, invoices, payments and processing monthly statements
- » Maintain Accounts Payable including vendor files and communication, invoices, and payments
- » Process Customer and Vendor credit applications
- » Process daily bank deposits and credit card charges
- » Prepare monthly credit card reconciliations
- » Develop various accounting processes
- » Assist with Month-End procedures and account reconciliations including adjusting journal entries
- » Processing & reimbursement of expense reports
- » Ability and understanding of general ledger coding



## Requirements, Qualifications and Experience

- » High School Diploma or general education degree (GED)
- » 2-4 years related experience and/or training
- » Equivalent combination of education and experience
- » Versed in GAAP accounting
- » Self-driven, analytical, and responsible with relentless attention to detail
- » Ability to work in a team setting
- » Excellent verbal and written communication skills
- » Good organization skills with attention to deadlines
- » Microsoft Office; proficiency in Microsoft Excel
- » QuickBooks (1-2 years preferred)
- » Experience using an ERP system

## Work Environment and Physical Demands

- » Standard office environment
- » Noise level is low to moderate
- » Frequent communication may be required
- » Capable of lifting and/or moving objects up to 25 pounds
- » Frequently reach with hands and fingers
- » Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions



## Compensation and Benefits

- » Hourly compensation dependent upon experience
- » Medical / Dental / Vision / Life
- » 401k Plan
- » Optional additional life insurance
- » Paid Holidays / Vacation
- » Employee Recognition Programs

