



## **Accountant**

Protonex, a rapidly growing, privately held Massachusetts firm, seeks a talented Accountant to manage activities related to internal financial reporting and day-to-day accounting. Protonex is a leading provider of portable fuel cell power systems and is currently positioning itself for the rapid growth that will accompany the launch of several new products.

The Accountant will report to the Accounting Manager and will assist in the daily operations of the Accounting Department and participate with the monthly closings, assist in accounts payable and receivable processing, assist with the preparation of the monthly financial statements, and maintain Balance Sheet schedules and subsidiary ledgers, assist with external audits, as well as assist with various special projects. The ideal candidate will possess relevant experience in all areas and be comfortable working in a fast-paced environment.

The Company's culture is ideal for individuals who are motivated by talented co-workers, minimal bureaucracy, a personal challenge and the opportunity to succeed.

### **Specific Responsibilities:**

- Perform monthly bank reconciliation
- Reconcile, adjust, and maintain Balance Sheet accounts such as prepaid expense, accounts receivable, payroll related payables, etc.
- Compile, enter and post monthly standard journal entries and other adjusting journal entries
- Responsible for payroll process, which includes submitting payroll to 3<sup>rd</sup> party service provider and posting corresponding journal entries
- Ensures that monthly accruals and reserves are recorded in a timely and accurate manner
- Assists in preparation of all monthly, quarterly, and annual financial reports to senior management, and third party investors
- Process sales order and invoice to customers
- Maintain fixed assets including monthly depreciation
- Assist with closing the books
- Assist with Accounts Payable work load
- Assist in the preparation of audit schedules and work with the auditors to ensure the completion of a timely audit
- Assist in the preparation of state Annual Reports, Franchise Reports, and local property tax returns
- Interact with Accounting Manager on a daily basis and assist on special projects
- Works closely with Accounting Manager and rest of Accounting team on improving internal accounting control procedures for a growing company
- Perform other related duties as assigned or requested

### **Minimum Requirements:**

- Bachelors Degree Required: Accounting, Finance, or Business Administration
- Knowledge and Proficiency of Finance/Accounting Principles
- Two years previous general ledger accounting, financial experience preferred
- Excellent communication and interpersonal skills, as a customer service mind-set required
- Computer skills with MS Office software required and ability to use Microsoft Excel to generate high-end analytical tools

- Strong preference for experience in public accounting, government contracting and manufacturing cost accounting, Sarbanes-Oxley Section 404 and SEC reporting, and integrated financial software programs
- Demonstrated skills in systems and process improvement
- Willingness to expand responsibilities and career development with growth of the business
- Organized approach to managing multiple competing demands for information

Compensation package includes a competitive base salary, a full Company benefit plan and an aggressive stock option package. The Accountant will be based in Massachusetts.

Location: Southborough, Massachusetts, Boston metro area.

No relocation benefits available.

Interested candidates may submit resumes in confidence to: **jobs@protonex.com**