

Accountant

Sporian Microsystems, Inc. develops and sells a range of advanced sensor systems and is currently looking for an individual to perform the accounting, bookkeeping, and financial functions of the company including:

- Day-to-day entry of financial transactions
- Accounts Payable and Accounts Receivable functions
- Reconciliation of all accounts
- Invoicing of customers
- Payroll
- Monthly closing and financial reporting
- Support income tax preparation by outside accounting firm
- Support third party financial audits

Education and Experience Requirements: This position requires an AS or BS degree in accounting or a closely related field and 4 or more years of relevant experience.

Required Skills/Qualifications:

- Strong knowledge of and proficient with Quickbooks
- Strong knowledge of and proficient with Microsoft Excel
- Knowledge of GAAP accounting principles and cost allocation
- Excellent written and verbal communications skills
- Ability to work with third party payroll providers
- Ability to work with third party on-line time-keeping systems
- Self-directed and ability to work independently
- High level of attention to detail
- Work well in a time sensitive environment
- Desire to make significant contributions in a multi-disciplinary team environment

Desirable (but not required) Experience:

- Knowledge of invoicing for and working with government contracts
- Knowledge of HR functions
- Knowledge of insurance

Additional Expectations:

- Self-motivated
- Self-starter
- Detail oriented
- Flexible
- Multi-tasking
- Team player
- Life-long learner
- Customer oriented

Physical Context/Work Environment: Sporian Microsystems, Inc. is conveniently located in Lafayette near to US-287 in Boulder County, and close to Broomfield, Louisville and Erie. Work is typically conducted in an office environment with travel locally and domestically with infrequent international travel.

If you are interested in this job opportunity, please email a cover letter that describes how your skills and experience fulfill the above requirements along with your resume to a1808@sporian.com and reference: "Accountant 1808" in the subject line.

We are an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, or national origin.