



# Accounting Manager

# Job Description

## Accounting Manager

**MVG**, Is the parent company of **Orbit Advanced Technologies, Inc., (OATI)**. At OATI, we are committed to continual improvements and looking for you to help champion and drive us in this direction. We welcome candidates who will bring commitment and accountability to our tight-knit team in order to shape the future.

**OATI** growing and looking for a **Staff Accountant** in **Warminster, PA**. In This role, You will secure accountancy reliability and daily transactions. You will work on key process and controls in GL-AR-AP within both GAAP & IFRS frameworks.

### **Responsibilities**

- Manage all accounts payable, invoicing, and invoice vouchering.
- Reconcile accounts payable and receivable and perform transactions.
- Manage weekly check runs (timely bank payments, cash transactions) including initiating wires/ACH payments
- Report weekly cash flow statements to headquarters.
- Handling fixed assets and depreciation reports monthly.
- Manage Intercompany invoices.
- Manage intake of commission sheets from sales and timely payment of commissions
- Reconcile all monthly bank statements.
- Assist during external financial audit (supporting transactions and documents)
- Comply with financial policies and regulations.

### **Experience:**

- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (US GAAP) IFRS is a plus.
- Advanced MS Excel skills including Vlookups and pivot tables.
- SAP By design knowledge or any ERP
- Experience with general ledger functions
- Strong attention to detail and good analytical skills

**If you are interested in this opportunity, send a Word or PDF version of your resume to: [josephm@orbitfr.com](mailto:josephm@orbitfr.com) or call me at 267.615.9234**

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