



Job Description
Senior Accountant
Full Time – Elgin, IL

New Vision Display, a global manufacturer of liquid crystal displays, modules and touch panel assemblies, has an immediate opening for a full time Senior Accountant in its Elgin, IL office. Successful applicant will have good communication skills, be a self-starter and work well in a team environment. The job requires a BS degree in accounting, 4 years' experience in a multi-national environment and fluent speaking ability in mandarin Chinese.

Financial Reporting:

- Monthly close including:
 - Bank Reconciliations
 - Journal entries
 - Balance Sheet reconciliations to sub-ledgers
 - Maintain Fixed Asset and Depreciation ledger
 - Maintain balance sheet schedules (prepaid and accrual accounts)
 - Financial statement preparation

- Daily reporting:
 - Report daily cash position to CEO and financial controller
 - Report daily collections to overseas accounts receivable clerk
 - Report daily funds transfer to parent company to financial controller and CEO

- Daily / weekly transactional activity:
 - Reimburse weekly expense reports via ACH and wire transfers
 - Weekly accounts payable check preparation (approximately 10 checks per week)
 - Maintain local accounts payable
 - Post daily cash

- Payroll
 - Maintain personnel records
 - Onboard new employees when necessary
 - Prepare semimonthly payroll via CompuPay web-based payroll service
 - Instruct offshore payroll services on payroll preparation

- Benefits administration:
 - Review and approve monthly benefit billing from insurance carriers
 - Administer 401K plan activity
 - Administer COBRA plan through 3rd party vendor

- Miscellaneous:
 - Other duties as may arise from time-to-time
 - Some travel required, training will be in our Roseville, CA office.