

Job Description: Accounting Administration

Date: 06/13/17

Summary

Tensility designs and sources cable assemblies and components to support customers from conception through production. Our focus is to connect customers to information and products through first class, efficient, customer-centric systems.

Accounting administration at Tensility keeps backbone of Tensility stable and secure; the roles touches the most important assets of the company: money and employees. Without these two items, the company cannot run, and as a result, this role keeps everything on track and running smoothly. A person in this role must be extremely good with details, numbers, and organization. Additionally, since many records and transactions are private, they must have an extremely high level of discretion and common sense.

Tasks include:

1. Accounting
 - a. Enters and pays bills and invoices via check, ACH, and wire.
 - b. Reconciles GRPO and invoices.
 - c. Balances bank accounts.
 - d. Runs customer credit cards.
 - e. Orders supplies
 - f. Maintains assets lists
2. Finance
 - a. Analyzes and approves customer credit.
 - b. Handles tax information and payments.
 - c. Develops and maintains budgets, P&Ls, and balance sheets.
 - d. May deal with international banking, corporation formation, or legal issues.
3. Human Resources
 - a. Manages paperwork for new hires
 - b. Maintains employee records, such as vacations and sick days
 - c. Handles payroll
 - d. May assist with processes for new hires
 - e. Handles benefits administration
4. General administration
 - a. Travel arrangements
 - b. Filing
 - c. Executive assistant projects
5. Special projects: may be assigned projects not directly related job description which fit the employee's skills or interests.

Knowledge and Skills Requirements

1. Education: Bachelor's degree in Accounting, Finance, Business Administration, or related field.
2. Extreme professionalism, discretion, and trustworthiness.
3. Detail-oriented.
4. Able to work in a team atmosphere as well as do independent work.
5. Ability to work in an entrepreneurial and changing environment.
6. Working Conditions: Working conditions are normal for a professional office environment. Some travel may be required, i.e. for training.

