

Accounts Payable General Ledger Specialist:

About Us:

Founded in 1969, TAVIS Corporation is an aerospace manufacturing company that offers a peaceful campus-like setting located in the rural town of Mariposa, nestled in the Sierra Foothills, only a short drive from Yosemite National Park. We are a major supplier of highly accurate, rugged and reliable pressure transducers for the Satellite, Launch Vehicle, Spacecraft, and Aircraft industries. Our commitment is to provide the best products and services possible, which meets or exceeds requirements, while continuously improving our management system.

Imagine the sense of accomplishment when you see something you designed or built traveling to the sun on Solar Probe, or helping propel astronauts to Deep Space. Imagine being part of a team, a hardware manufacturing organization that was an integral part, from inception to completion, of America's Space Launch System or the Orion space capsule. Imagine the feeling while watching the launch, landing and data collection of the Mars InSight Probe, knowing you've helped make history and expand the human knowledge of our universe.

Come join our team and be a part of the next adventurous program to put humans deeper into space than ever before and possibly on the surface of Mars for an even greater "giant leap". If you love the idea of working in the environment of a custom manufacturing and high-tech engineering facility, this position will be great for you.

Position Summary:

Under the general supervision of the Controller, perform a wide variety of advanced accounting tasks in accordance with standard procedures and TAVIS Corporation policies. The candidate needs to be detail oriented, able to multitask, adapt easily to change, work independently, possesses data entry and math skills, analyze information and have exceptional time management skills.

Typical Duties:

- Review and process all accounts payable bills, includes filing Purchase Orders, matching vendor bills to Purchase Orders, review for accuracy, key into software. Work with Purchasing to resolve discrepancies. Process payments.
- Review and process all accounts receivables, key into software. Maintain Accounts Receivable records and aging.
- Prepare monthly General Ledger entries and month end close.
- W9/1099 tracking and reporting
- Maintain Fixed Assets, depreciation, property tax
- Quarterly Sales Tax filing

Minimum Qualifications:

- Must demonstrate excellent proficiency in writing and communicating using the English language.

- Proficiency in Microsoft Office Suite software, including intermediate to advanced level in Excel.
- Perform accurate calculations and data entry.
- Capable of physical requirements of desk/office/computer work; minimal/lightweight lifting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility of work in the US and to complete the required employment eligibility verification work form upon hire.

Desired Qualifications:

- Normally a high school diploma or equivalent, college level accounting courses or equivalent.
- At least three years' experience in accounting desired.
- Experience with Enterprise Resource Planning software systems a plus.
- Experience with Accrual Accounting a plus.

ITAR REQUIREMENTS (must meet this to apply):

- To conform to U.S. Government space technology export regulations, including the International Traffic in Arms Regulations (ITAR) you must be a U.S. citizen, lawful permanent resident of the U.S., protected individual as defined by 8 U.S.C. 1324b(a)(3), or eligible to obtain the required authorizations from the U.S. Department of State.

Please answer the following questions in your cover letter:

- Do you meet the ITAR requirements? If not, please do not apply.
- Will you now, or in the future require sponsorship? If yes, please do not apply.
- What interests you in this position?
- Why do you want to work at TAVIS Corporation?
- Are you familiar with the Mariposa area and the possible housing constraints?
- What is your desired salary?

EOE:

TAVIS Corporation is an Equal Opportunity Employer; employment with TAVIS is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, color, religion, gender, national origin/ethnicity, veteran status, disability status, age, sexual orientation, gender identity, marital status, mental or physical disability or any other legally protected status.

Benefits:

TAVIS Corporation offers benefits such as medical coverage, life insurance protection, 401(k) with matching, profit-sharing plan, and a vacation and holiday program. Employees can also opt to buy group rate insurance for Aflac, vision and dental.