

Staff Accountant

Epson Portland Inc is the U.S. based manufacturing subsidiary of Japan's Seiko Epson Corporation. At Epson Portland Inc. everyone is considered a member of the team. We appreciate differences, plan together, work together, and celebrate success together. We are an equal opportunity employer. Pre-employment drug screening required.

Epson Portland Inc is currently seeking qualified candidates for a Staff Accountant. This position will be responsible for managing the fixed asset accounting records and reporting, overseeing government reporting requirements, and supporting the Director in preparation of required tax reports.

Specific Duties:

- Performs all fixed asset accounting and makes policy recommendations for proper asset management.
- Trains departmental Asset Managers throughout the plant, and conducts periodic and annual asset audits.
- Performs reporting to corporate headquarters in Japan, including budgeting and actual expenditures for capital investment.
- Prepares census and other government required reports for the Director and submits them to the applicable agency or to U.S. Epson for consolidation.
- Assists with responses to information requests from tax auditors. Acts as audit coordinator for subsequent inquiries and audits, and maintains audit files.
- Logs and posts cash receipts.
- Acts as back-up for cash management function, and A/P voucher processing.
- Supports the Director in completing required property and income tax work and filings.

Requirements:

- Bachelor's degree in Accounting.
- Two years of Accounting experience.
- Strong written and verbal communication skills.
- Ability to work well cross-departmentally and with outside agencies.
- Advanced knowledge of spreadsheet and word processing applications.
- Strong organizational skills and critical attention to detail.

Epson Portland Inc. offers a competitive and comprehensive benefits package. Qualified applicants please send a cover letter, salary requirements and resume to Epson Portland Inc., Req #8501, 3950 NW Aloclek Place, Hillsboro, OR 97124 or Fax (503) 690-5453 or email: jobs@epi.epson.com. For additional information, please visit our website at www.epi.epson.com.

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