

## **Accounting Clerk**

### **GaN Systems Inc. – Ottawa, Ontario, Canada**

#### **About GaN Systems**

GaN Systems is the global leader in GaN power semiconductors with the largest portfolio of transistors that uniquely address the needs of today's most demanding industries including data center servers, renewable energy systems, automotive, industrial motors and consumer electronics.

As a market-leading innovator, GaN Systems makes possible the design of smaller, lower cost, more efficient power systems. The company's award-winning products provide system design opportunities free from the limitations of yesterday's silicon. By changing the rules of transistor performance, GaN Systems is enabling power conversion companies to revolutionize their industries and transform the world. For more information, please visit: [www.gansystems.com](http://www.gansystems.com)

#### **Job Description**

Perform a range of general clerical, accounting and bookkeeping support functions at GaN Systems.

#### **Responsibilities include:**

- Maintain subledger for AR/AP by verifying, and posting transactions;
- Verifying customer orders to approved price lists;
- Prepare customer order acknowledgements & invoices;
- Match purchase orders with related vendor invoices;
- Code and enter AR/AP invoices;
- Initiating payments to vendors in timely manner;
- Preparing financial reports by collecting, analyzing, and summarizing account information and trends;
- Provide clerical and administrative support to management as requested;
- Complying with sensitive document control, electronic and hard copy filing procedures;

#### **Skills and Experience Required:**

- Experienced in Great Plains
- Minimum 3 years' experience
- Data Entry Skills
- Attention to Detail
- Competency in MS Outlook, Excel, and Word
- Proficient with preparing journal entries and reconciliations
- Contribute to team effort by accomplishing tasks as needed
- Familiar with CRA filing requirements
- Familiar with foreign exchange entries
- Highly dependable, efficient and detail oriented
- Strong time management skills and successful work history of managing deadlines
- Trustworthy and able to maintain confidential information
- Dedicated and willing to go above and beyond in order to grow with the organization

#### **Education:**

- Relevant post-secondary education
- Understanding of Accounting Standards