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

We are looking for a hard-working individual to join our accounting and administration team. This individual will be responsible for the accounts payable process as well as performing a range of clerical, accounting and bookkeeping support functions at GaN Systems. This is a full-time position and will work from our office in Kanata.

**Responsibilities include:**

Obtaining approvals and issuing purchase orders in accordance with company policies

Match purchase orders with related vendor invoices;

Coding, batching, entering and preparing backup for all A/P processes

Corresponding with vendors and customers

Maintaining subledger for A/P and A/R

Preparing financial reports by collecting, analyzing, and summarizing account information and trends;

Provide clerical and administrative support to management as requested;

Verifying customer orders to approved price lists;

Prepare customer order acknowledgements & invoices;

Complying with sensitive document control, electronic and hard copy filing procedures;

**Skills and Experience Required:**

Experience with Great Plains would be an asset

Attention to Detail

Data Entry Skills

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 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:**

Post-Secondary Degree or Diploma in Business Administration, Finance, Accounting or other related field or equivalent years of experience

Understanding of Accounting Standards

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