



14800 NE 65<sup>th</sup> St | Vancouver, WA 98682  
p: (360) 844-0048 | f: (503) 863-3878  
www.sunmodo.com

Job Title: Accountant

Type: Full Time- Experienced

Required Travel: No Required Travel

Required Hours: Full-time 40 hours per week

Required Education: Minimum of a Bachelor of Business Administration with a concentration in Accounting, Bachelor of Science in Accounting, Bachelor of Science in Finance and Accounting, or closely related field (foreign equivalent is acceptable).

Job Duties are as follows:

- Execute accounting duties to ensure business financials are in order and all accounting aspects of the business are completed, including payables, receivables, invoicing, incentive, payroll, reconciliation, banking, and financial reporting;
- Support forecasting and projections;
- Support Operations by monitoring and analyzing shipping costs in support of timely and cost-effective delivery;
- Assure adherence to Generally Accepted Accounting Policies and resolve questions of GAAP internal controls with management;
- Generate profit and loss, balance sheet budget, and cash flow forecast;
- Submit financial statements on a timely and accurate basis;
- File states sale taxes for Washington State, Connecticut, and Florida, and WA B&O tax, and other local taxes;
- Assist in preparing and filing federal tax returns;
- Communicate on a regular basis with our SunModo China team, specifically the Operations Manager and Accountant, to ensure accuracy in financial and logistical matters;
- Provide support with negotiations regarding pricing with our Vendors;
- Review operations and costing to reduce the Company's operating expense;
- Assist in KPI (key performance indicator) set up, provide and analyze accounting reports to support operating and sales and marketing departments; and
- Assist in the completion of special projects and perform other duties as needed or assigned (such as CT and NJ tax comparison research to help with decision making and setting up a Mexican based entity and establishing financial governance).



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In addition to the Education requirement noted above, this position requires a minimum of 3 years of employment experience in a corporate environment. Experience and knowledge must include:

- Demonstrated experience in and advanced knowledge of Intuit QuickBooks functions, including how to use QuickBooks to record transactions, run financial reports, business processes, and design reports;
- Advanced knowledge in analyzing and preparing various financial statements;
- Advanced knowledge of financial management;
- A minimum of 3 years of demonstrated experience assisting in various state and federal tax filings;
- A minimum of 3 years of demonstrated experience handling invoicing, accounts payable, and payroll procedures and functions;
- A minimum of 3 years of demonstrated experience handling reconciliation and analysis of balance sheet and expense accounts;
- A minimum of 3 years of demonstrated experience helping facilitate corporate relationships with third party vendors; and
- Demonstrated experience using Microsoft Office.

To Apply: Please send resume to [employment@sunmodo.com](mailto:employment@sunmodo.com).