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ACCOUNTANT

OPEN IMMEDIATELY

Parallax Inc. is a privately-held corporation in California. We design and manufacture microcontrollers for STEM education, hobby and commercial product development. The company is well-known for educational robotics, curriculum and coding in different languages (BASIC, Python, C, Spin). Customers who work with Parallax are making an investment in themselves, and able to create results greater than the initial product they purchased.

Parallax is actively recruiting for the position of Accountant. The ideal candidate will be a self-starter with extensive knowledge in cost accounting and have a desire to lead in financial planning. Performance at the highest ethical, confidential, and trustworthy capacity is a requirement. The Accountant has the ultimate responsibility to ensure a consistent flow of all accounting functions. This position is regular, full-time, exempt and reports to the CEO; the Accountant will work in the main headquarters located in Rocklin, CA.

All of these responsibilities are that of the Accountant along with financial oversight, compliance, and guidance.

Initial Duties & Responsibilities

- Perform and ensure the accuracy and productivity of day-to-day activities in the accounting department which include accounts payable, accounts receivable, invoicing, customer credits and collections, and inventory movements/cost accounting
- Maintain all accounting files both physical and digital
- Monitor and manage daily cash requirements and anticipate cash needs
- Conduct month end process in Syspro; maintain Syspro month end reports
- Prepare and issue timely monthly financial records for CEO; communicate status of financial condition as needed
- Prepare sales and use tax returns
- Prepare and distribute annual 1099s per IRS guidelines
- Manage fixed asset and depreciation schedules. Secure funding for capital leases. Prepare annual business personal property tax return
- Manage Gracey Properties building ownership: oversee annual reconciliations, cash planning, and provide financial package to CPA for tax preparation
- Assure all financial procedures and plans are consistent with organizational goals and cultural values
- Establish, monitor, and enforce department policies and procedures; ensure compliance with federal, state, and local legal requirements
- Provide backup to human resources manager for all finance-related duties, particularly payroll processing, invoice approval, and payroll GL journal entry



- Provide year end financials and all supporting documents to CPA for corporate income tax preparation. Enter CPA provided journal entries; ensure internal financial data ties to CPA prepared financial statements

Eventual Duties & Responsibilities:

- Provide advice with all resource allocation particularly with capital expenditures, expense controls, and income generation
- Provide advice and feedback to management for maximizing profitability
- Provide financial analysis tools to evaluate company ventures or special projects, programs, capital expenditures, products costing, and planning, etc. when necessary
- Provide a visionary and leadership role, creating a well-respected image and a positive culture where others seek your advice and counsel
- Communicate with CPA for overall tax planning and year-end tax return preparation
- Anticipate and evaluate business requirements to ensure processes, organization, and financial systems appropriately evolve to support the business and meet established goals
- Dedicated to professional and technical growth
- Manage banking relationships

Desired Qualifications and Experience

- Must have the highest ethical standards and be extremely trustworthy-this is critical to the culture of the company and speaks to the owner's principles
- Bachelor's degree in accounting, finance, or business administration
- 5+ years in progressively responsible experience with a small to mid-size company
- Manufacturing industry experience is very much preferred
- Knowledge of integrated business software, accounting reporting systems, ERP systems; company currently uses SYSPRO and Quickbooks
- Advanced user of Microsoft Suite and Google Workspace and other accounting apps such as merchant services
- Must demonstrate curiosity, high energy, initiative and creativity.
- Impeccable attention to detail, organized and thorough with desire for continuous improvement
- Demonstrate regular and utmost discretion in all presentations/correspondence and communication
- Effective and persuasive presentation skills on complex topics
- Ability to perform complex financial calculations
- Ability to multi-task, work under pressure and meet deadlines required
- Ability to continually improve knowledge and understanding of accounting standards and stay abreast of ever changing reporting requirements
- Ability to read, analyze, interpret, and apply general business periodicals, professional journals, technical procedures, or governmental regulations; ability to respond effectively to the most sensitive inquiries and complaints
- Ability to review and self-check work for accuracy and create a high-quality end work product



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- Punctuality and regular attendance
- Flexibility of work schedule to meet deadlines
- Adaptable to change and varying demands inherent to working for a small company
- Naturally curious and resourceful when research is required

The above list of duties and responsibilities is not all-inclusive and may grow depending on the needs of the company.

Parallax offers regular, full-time employees employer-paid benefits that include the employee's medical, dental, vision, LTD/STD, and PTO. Employees may also elect to cover their dependents, participate in the FSA, and contribute to the 401(k) with a match.

* For the right candidate, this position will also be considered as part-time.

* The approximate prorated pay range for this position is \$32.00 to \$36.00 per hour.

If you're serious about being considered for this position, know that we're covering these accounting duties right now, doing our regular job(s), and can't wait to find the right person. Even if you don't possess 100% of the preferred level of experience but LOVE the challenges that accounting brings, we hope you'll apply. Note, that we will only consider candidates that introduce themselves with a compelling cover letter and submit it along with their resume to hr@parallax.com