



## Accounting Assistant - Manchester, CT

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### WHY JOIN INCORP

IMCORP is an award-winning, multi-faceted company offering excellent career opportunities in a dynamic and fast-paced work environment. Our leading-edge cable diagnostic technology delivers precise and cost-effective solutions that maximize our customers' success. We seek talented and dedicated people who want to join an exciting, high-growth company with a strong financial foundation. If your ideal is to work at a place where people listen to your ideas, respond quickly and work together to achieve the highest standards, INCORP is for you. Join us, and be part of a creative team that is revolutionizing the energy industry. Your work will build a robust future for our customers, environment and communities.

#### Awards:

Top 34 Fastest-Growing U.S. Engineering Firms 7 years in a row – Inc. Magazine

Top UCONN Start-Up Company

Best Companies to Work in Connecticut – 2014, 2015, 2016 & 2017

#### Benefits:

Competitive pay

Top-notch benefits, including medical/dental/vision/disability insurance, paid time off/holidays, retirement plan, tuition reimbursement, Flex Place program and more

### POSITION OVERVIEW

You will assist in a broad range of accounting functions, under the direction of the company Accountant. This is a great position for you if you want to apply your well-developed accounting skills in an environment that values excellence, service and teamwork.

### REQUIREMENTS

- At least two years directly related experience
- Associate's degree or equivalent in related field strongly preferred
- Comprehensive knowledge of generally accepted accounting principles (GAAP), general ledger, accounts receivable and accounts payable
- Skill in using Net Suite or similar accounting platform preferred
- Skill in using Concur for expense processing preferred
- Accuracy and detail orientation
- Ability to meet daily, weekly and monthly deadlines
- Intermediate skills in Microsoft Outlook and Excel
- Ability to maintain standards of confidentiality
- Discipline in adherence to administrative procedures/guidelines
- Professional verbal and written communications skills

- Team and collaboration skills
- Permanent authorization to work in the U.S.

### **RESPONSIBILITIES**

- Assist with month-end reconciliation of balance sheet accounts and supporting schedules
- Assist with maintenance of fixed asset records
- Process account payables, including vendor record maintenance, voucher entry, employee expense report processing and reconciliation of monthly vendor statements
- Assist with accounts receivable, including cash receipt processing, customer payment requisitions and sales reporting
- Assist with responses to vendor and customer inquiries
- Maintain accounting files
- Assist in switchboard and reception coverage

### **TO APPLY**

Please send resume to [accountingassistant@imcorp.com](mailto:accountingassistant@imcorp.com)

### **ABOUT IMCORP**

IMCORP is the technology leader in underground power cable reliability. Our diagnostic technology locates existing cable system defects and determines future cable reliability. This performance-driven solution provides the most effective and efficient means to determine the reliability of new or aged cable systems. The IMCORP Factory Grade ® technology has enabled rapid growth across industries around the world. From single phase 5kV to 500kV, IMCORP is setting the standard in power cable reliability.

IMCORP is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, or Vietnam era, or other eligible veteran status, or any other protected factor.

Qualified military veterans welcome.

Visit us at [www.imcorp.com](http://www.imcorp.com)