



Global Communication Semiconductors, LLC

Corporate & Foundry

23155 Kashiwa Court, Torrance, CA. 90505

Telephone: 310-530-7274 Fax: 310-517-8200

Website: www.gcsincorp.com

Staff Accountant

Job Req: #0717
Department: Accounting
Status: Full-Time/Salaried
Shift: Day

Job Description

- Coordinate monthly accounting activities and monthly financial analysis for the subsidiaries.
- Perform bi-weekly payroll entries including recording of expenditures and calculation of PTO (Paid Time Off) activity.
- Assist in the month-end closing and the administration of the inventory costing database.
- Perform daily, monthly, and quarterly account reconciliations, as well as maintaining balance sheet and the accuracy of the monthly income statement for the subsidiaries.
- Act as liaison between foreign subsidiaries and joint ventures.
- Assist in the quarterly inventory evaluation including LCM (lower of cost or market) and Slow Moving activity.
- Assist in the quarter-end and year-end financial audits.
- Performs other related duties as assigned by management.

Job Requirements

- Bachelor's Degree (BA) in Accounting or Finance, and at least three years of related working experience.
- Computer skills required: Proficient in Microsoft Excel and other Microsoft Office Suite; Accounting Software
- Other skills required:
 - Fluent in Mandarin
 - Detail-oriented and deadline-oriented
 - Willingness to work flexible schedule if necessary.
 - Excellent communication skills and analytical skills