



IMMEDIATE EMPLOYMENT OPPORTUNITY

Accounting Supervisor



Nationwide Boiler Delivers:

- *Competitive Salaries & Incentives*
- *Attractive Benefits Package*
- *Safe & Comfortable Working Conditions*
- *Opportunities for Advancement*
- *Challenging Work Assignments*

Benefit Highlights:

- *Paid Family Medical & Dental*
- *401K/Profit Sharing Plan*
- *9 Paid Holidays a Year*
- *Paid Sick Leave*
- *Employee Life Insurance*

Corporate Quick Facts:

- *Founded in 1967, Privately Owned*
- *Products Include Boiler Rentals/Sales, SCR Systems, Economizers, Feedwater Systems & PLC Controls*
- *Over 60% of Sales are from Repeat Customers*
- *25,000 sq. ft. Fabrication Facility*

Nationwide Boiler Inc.

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Website:

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** Benefits are subject to change without notice.*

Nationwide Boiler Inc. has an immediate employment opportunity for an Accounting Supervisor, **located in Fremont, CA.**

Major Duties & Responsibilities

- Establishing and enforcing proper accounting methods, policies and principles to meet financial accounting objectives
- Managing and overseeing the daily operations of the accounting department
- Prepare and produce financial statements and reports accordingly to monthly close schedule
- Improve systems and procedures and initiate corrective actions
- Assign projects and direct staff to ensure compliance and accuracy
- Establish and maintain fiscal files and records to document transactions
- Facilitate and complete monthly close procedures
- Analyze revenues and expenses to ensure they are recorded appropriately on monthly basis
- Prepare month account reconciliations
- Assist with analyzing financial statements on a monthly basis and report on variances
- Assist with financial audits
- Assist with preparing tax returns and corporate reporting requirements
- Assist with maintaining fixed asset ledger, including monthly additions, disposals and depreciation
- Assist with use tax account and personal property tax filings
- Backup A/R and A/P functions
- Additional tasks as needed

Requirements

- Proven working experience in a small sized company as an Accounting Manager or Accounting Supervisor with a minimum of five years' work experience in a supervisory role
- MS Navision experience and expertise is required
- Advanced computer skills on MS Office, especially Excel
- BS degree in Accounting or Finance, CPA desired
- Ability to manipulate large amounts of data
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations per US GAAP
- High attention to detail and accuracy
- Ability to direct and supervise in a small office environment
- Full-Time