

## **Accountant**

PCB Piezotronics was founded in 1967 as a leading company to manufacture piezoelectric sensors for the measurement of dynamic pressure, force, torque, acoustic and vibration. Our products are widely using by automobile, aero craft, aerospace industries and other structural and acoustic applications. PCB Piezotronics became as part of MTS System Corp since 2016. PCB Piezotronics Sensor Technology (Beijing) CO., Ltd. is PCB wholly owned subsidiary in China. We are looking for a member to join our finance team as an accountant for our continuous growth business in China.

- Expense reimbursement checking;
- Handle Accounts Payable (AP) function: in charge of daily bank or cash payments to both overseas and domestic vendors and employees;
- Timely declare foreign exchange inward and outward payments at bank and make foreign exchange related filing according to SAFE's regulation;
- Handle Accounts Receivable (AR) function: in charge of daily collections from both overseas and domestic buyers;
- Prepare and post bank and cash journal;
- File and issue the invoice; manage other accounting documents;
- Ensure compliance with local statutory requirements, submit National & Local taxation report timely;
- Assist audit & taxation audit issues;
- Assist in ad-hoc tasked assigned
- Additional administration work based on the work load.

### **Requirements:**

- Bachelor degree and major in accounting or finance;
- having 1-2 years working experience in accounting functions, foreign trade experience is a plus;
- Familiar with ERP(Syteline) preferred
- Independent and initiative;
- English language required (read and written, oral as a plus);
- Team working skills;
- be familiar with advanced Excel, Word, MS Office;
- Excellent time management and multi-tasking skills with ability to prioritize in a demanding environment.

### **Job Locations:**

Shanghai

What to know us more? Visit us at [www.pcb.com](http://www.pcb.com)