



Looking for a professional and supportive work environment? **OPTK Networks** is dedicated to providing an exceptional workplace experience for all employees. We prioritize creating a culture where talent is nurtured, opportunities are abundant, and growth is encouraged. We believe in fostering a collaborative and inclusive atmosphere that values individual contributions and teamwork. With a strong commitment to innovation, employee development, and work-life balance, our company is truly a great place to build a successful and rewarding career. Join us and be part of an organization that truly cares about its employees' professional and personal fulfillment.

We are seeking a detail-oriented and experienced **Accountant** to join OPTK Networks. The ideal candidate will be responsible for managing financial records, preparing financial reports, and ensuring compliance with relevant accounting standards. The accountant will play a crucial role in supporting the financial health and stability of the organization.

Responsibilities:

- Support monthly and year-end financial closes, including assigned journal entries, balance sheet account reconciliations, accruals, and overall maintenance of operational management accounts.
- Reconciles various general ledger accounts.
- Assists with accounting for fixed assets, including tracking of project costs, and posting of depreciation schedules monthly.
- Assist with external and internal audits - gather documentation, respond to information requests, and interact with auditors.
- Review and prepare all personal property tax returns for the company.
- Conduct periodic physical counts of fixed assets in inventory.
- Monthly bank reconciliation and credit card statement.
- Ad-hoc reporting and special projects, as requested.
- Responsible for getting cross-trained and serving as the backup for other positions and job duties.

Qualifications:

- Bachelor's degree in accounting, Finance, or a related field or 3-5 years' experience in accounting.
- Strong knowledge of accounting principles and practices.
- Proficient in financial software and Microsoft Excel.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and organizational abilities.
- Effective communication skills, both written and verbal.