

## Now Hiring – Accountant/HR Generalist

### Role Overview:

MultiLane is recruiting an experienced accountant/HR generalist to join our team in Fremont, CA. This is a hybrid (in-office and WFH) position.

### Responsibilities:

- Perform all accounting transactions
- Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement, and other report
- Work with *Paychex* on periodic payments and additional/removal of employees from the system
- Manage employee expense reports
- Reconcile accounts receivable, accounts payable and banks monthly (follow up on client collections)
- Handle monthly, quarterly, and annual closings
- Verify and reconcile financial transactions including billing receipts and postings from general ledger to subsidiary billing ledger
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Comply with financial policies and regulations
- Conduct a monthly G&A expense review process
- Assists in communication with CPA and performing audits
- Prepare and develop reports as advised by the Head of Department
- Communicate with internal and external stakeholders for the purpose of completing related accounting work
- Communicate with Head of Department on work status and client issues that arise

### Skills:

- Very good knowledge of accounting regulations and procedures, and the Generally Accepted Accounting Principles (GAAP)
- Strong communicator
- Experience with QuickBooks
- Advanced MS Excel skills including lookups and pivot tables
- Knowledge of general ledger functions
- Strong attention to detail and good analytical skills
- Degree in Accounting or Finance
- At least 4-5 years of relevant experience

### About MultiLane:

MultiLane has been supplying the data communications industry with high-speed test and measurement equipment for more than a decade. From the early days of 10 Gigabit Ethernet to the 400 and 800 Gigabit Ethernet test challenges of today, we have worked to ensure that our offerings keep pace with industry needs. Our portfolio of data center interconnect and high-speed IO test solutions encompasses IC and transceiver characterization, host line-card testing, and link testing.

***MultiLane is an Equal Employment Opportunity Employer (EEO).***