

SEC / Revenue Analyst

Position description

We are seeking an energetic person who is looking for an opportunity to grow in an exciting and dynamic environment to lead our external reporting and revenue recognition process and take on new responsibilities over time.

Primary role within the finance group

- Prepare and file quarterly and annual SEC filings, including 10-Q, 10-K, 8-K.
- Review software contracts and provide software revenue recognition guidance
- Prepare monthly close on revenue and related account reconciliation
- Perform accounting research on new accounting pronouncements and its impact on company's financial statements
- Prepare accounting memos for special transactions
- Perform documentation and assessment of our internal controls for Sarbanes Oxley compliance
- Evaluate and improve internal controls for SOX purposes
- Work with external auditors on quarterly review and year-end integrated audit

Requirements

- BA/BS Degree in Accounting or Finance.
- 3-5 years experience in public accounting and/or corporate experience (CPA preferred).
- Strong computer skills, including proficiency and modeling in Excel.
- Excellent communication skills, both written and verbal.
- Excellent problem solving and analytical skills.
- Strong interpersonal skills, ability to work with others.
- Attention to detail, organized and thorough with desire for continuous improvements.

If you are interested in this position, please submit your resume to joblogic@pdf.com.

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