



SI2 Technologies, Inc.
267 Boston Road
N. Billerica, MA 01862
Staff Accountant

SI2 Technologies' (SI2) mission is to enable our country's warfighters to win by providing solutions to RF/MW and survivability challenges. Due to the growth of the company, SI2 is currently seeking highly qualified candidates for a detail-oriented entry-level **Staff Accountant**, to support the CFO in leading financial and administrative processes according to company strategy, guidelines, standard operating procedures, and relevant regulations. The ideal candidate will have a foundation of accounting experience and is looking to advance their career.

Job Description:

The **Staff Accountant** position is a key role within a close-knit Finance team. We are looking for a true team player to step in and make an immediate impact. Ideal candidates will be a recent college graduate with an Accounting degree, intermediate Excel skills and a desire to learn and grow with SI2 Technologies. Key responsibilities include:

- Manage Accounts Payable by comparing vendor invoices to purchase orders, investigate any differences, assign proper general ledger coding, entry into the Unanet accounting system and processing checks.
- Manage Accounts Receivables; including the creation of invoices within the Unanet system, submission to customers and perform collection follow-up on past-due accounts
- Participating in the monthly general ledger close process, including preparation of journal entries, balance sheet reconciliations and other accounting schedules.
- Assist with ad hoc activities within Fixed Assets, General Ledger and Product Line Teams
- Maintain Accounting policies and procedures

This entry-level role presents an opportunity for an emerging accounting professional to learn and gain exposure to multiple accounting areas and to establish oneself within a growing organization. As a member of the finance team, you must demonstrate, model and reinforce SI2's core values. Financially, you will support the integrity of the financial accounting, the associated reporting, and ensure compliance. Other financial responsibilities include cashflow management, month and year end close, and government contracting requirements.

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Education and Experience

Required:

- Bachelor's degree in Accounting or Finance, MBA a plus
- 0 - 2 years of accounting experience
- Excellent written and verbal communication skills

Pluses:

- Small business experience
- Government Contracting experience
- Experience with Unanet ERP system

Position Requirements:

The successful candidate must have the following qualifications:

- US citizenship is required.
- Must have good organizational skills; be self-motivated, detail-oriented, enjoy teamwork and excel in a dynamic environment.
- Proficient with Microsoft Office, including Outlook, PowerPoint, Word, and Excel.

Work Environment:

- **Merit-based Team Work** – At SI2, we have assembled an action-oriented team of smart, creative and energetic technical and business experts passionate about our mission. The dynamic team is comprised of highly educated and talented people in the fields of electrical, mechanical, materials, manufacturing, and aerospace engineering and chemistry. Our diverse backgrounds, experiences, and perspectives are the keys to our performance. Our team works in an energetic, flexible and small business environment. Each member of the team is offered the reward of individual responsibility with professional mentoring and support to excel and discover his/her full potential to make the greatest impact on the team.
- **Innovative Technology** – At SI2, we help enable our country's warfighters to win by providing solutions to RF and survivability challenges. We solve complex warfighter problems through "smart" electronic system solutions. Our solutions utilize a combination of conventional and proprietary design, materials, and manufacturing techniques to enhance the warfighter's effectiveness while providing increased protection against current, new, and emerging threats. Using this technology, our team creates rapid, innovative, and cost-effective solutions to the complex and ever-changing battlefield problems facing today's warfighters... **We make things smart™.**
- **Excellent Compensation** – At SI2, we believe in rewarding the hard work of our employees with a generous benefits program that we strive to improve and upgrade to meet the needs of our employees. We offer an attractive, complete benefits package, which includes medical, dental, vision, life, AD&D and disability insurance, Flexible Spending – Health and Dependent Care, 401(k), immediate fully vested Company contribution to 401(k) and more. In addition, our employees receive paid time off for holidays, illness, personal use and vacation.