

# Accountant (f/m)

in Norwalk, Connecticut

## The Role

Under the supervision of the 3Dconnexion Financial Controller, the accountant is mainly responsible for all aspects of Accounts Receivable, Inventory Management, Purchase Orders including organization of transport, customs clearance and logistics, Accounts Payable, Sales Order entry, Customer Service, and the internal reporting of financial information.

## Job Responsibilities

- Order Entry (Web Customers, Distributors, PRO Vars and Phone Orders)
- Website Customer Support (phone, email, CRM)
- Invoicing
- Cash receipts entry
- Customer collections
- GL account reconciliations
- Logistic management in cooperation with 3PL warehouse (monthly reconciliation, analysis of stock status report and inventory by location, resolution of discrepancies, monthly meetings (onsite when necessary), FIFO procedures supervision and verification).
- Timely, accurate month-end closing and financial reporting to Management.

## Profile / Skills

- Master, Bachelor or similar degree in Accounting/Business/Finance – CMA preferable.
- 2 years' working experience in accounting.
- Good knowledge of SAGE software or similar modular accounting system
- Excellent knowledge of MS Office 365 Suite, especially Excel, Word, and Outlook.
- Experience in using CRM.
- Self-starter approach: ability to plan, organise and take initiative to meet job objectives and deadlines independently.
- Skilled problem solver with a strong knowledge of accounting and analysis
- Multi-tasking a must.
- Can-do attitude, driven and passionate about work.
- Strong verbal and written communication skills.

## Conditions

- Working Location: Company Headquarters, Norwalk, Connecticut
- Full-Time

## 3Dconnexion

3Dconnexion® is the leading provider of award-winning devices for 3D design and visualization professionals. 3Dconnexion devices integrate with the world's most popular CAD and 3D software applications, helping mechanical engineers, manufacturing engineers, architects, 3D artists, animators, game developers produce better designs faster and more comfortably. 3Dconnexion has offices worldwide, located in Monaco, Germany, the US, Poland and Japan.

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**If you are interested being part of an international, growth-oriented company please send your complete application (CV + motivational letter) with the reference ACC\_US\_24 to:**

[careers\\_gaus@3dconnexion.com](mailto:careers_gaus@3dconnexion.com)

## Contact information

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