



Tripwire Staff Accountant

Summary

The position reports directly to the Accounting Manager and acts as a key member of the Finance team responsible for the purchasing cycle, ensuring financial transactions are recorded accurately in accordance with GAAP, and supporting financial reporting and analysis.

Responsibilities

- Owns the complete purchase order processing, accounting and accrual including:
 - Review and input PO transactions to validate proper account coding, GAAP compliance, receipt of proper approvals, and supporting documentation
 - Partner with PO requisitioners within the organization to assist in the set up of POs, communication of accounting/budget implications and timing of expense recognition
- Integral role in month-end close process, including:
 - Accounts Payable and T&E month-end accruals
 - PO-Based Accruals
 - Reconcile balance sheet accounts as assigned
- Owns fixed asset accounting
- Owns prepaid accounting
- Oversees collection of documentation needed to ensure compliance with regulatory and internal documentation requirements for vendors
- Backup for expense report auditing
- Owns the implementation of the automated online PO processing system (eRequestor)
- Documents policies and procedures and works with internal customers to ensure understanding and compliance
- Assists in month-end analysis of expenses relative to budget and overall review of expense reasonableness
- Posts cash receipts to both the invoicing system and general ledger

Qualifications

- Positive attitude and ability to work well in a team environment is key
- Desire to add value to the business
- Four year degree within accounting or finance
- Minimum 3 yrs experience in accounting
- CPA, CMA or other accounting certification or working towards certification a plus
- Solid understanding of GAAP
- Experience in multi-currency transactions helpful
- Ability and desire to interface with other departments
- Ability to problem-solve and work with little supervision
- Demonstrated ability to meet deadlines
- Demonstrated ability to work well under pressure and in a fast paced environment
- Proficient in Excel concepts of pivot tables, advanced filtering, sub-totaling, usage of Excel formulas
- Handle high volume with attention to detail and high level of accuracy
- Experience with Microsoft Dynamics Great Plains a plus

If you meet the qualifications and would like to be considered for this position please email your cover letter, resume, salary history and the self-identification form to **jobs@tripwire.com**. **Please note the specific position you are applying for and that you saw this posting on IMA in the subject line of your email.**

If you have questions or would like additional information before applying, please email Merilee Schillinger, Corporate Recruiter at mschillinger@tripwire.com.

For a complete list of current open positions please visit
<http://www.tripwire.com/company/workingattripwire/>

Equal Opportunity Employer

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