



JOB DESCRIPTION

Job Title: Staff Accountant Reports To: Director of Accounting/HR Organizational Function: Finance, Administration and Customer Satisfaction	Location: Integrated Biometrics, LLC 121 Broadcast Drive, Level 2 Spartanburg, SC On-Site and Remote Work
Date: April 6, 2021 Revised Date:	FLSA Classification: Administrative Exempt
Job Description	
An Introduction to the Company: Integrated Biometrics, LLC (IB) designs and manufactures FBI-certified fingerprint sensors for law enforcement, military operations, homeland security, national identity, election validation, social services, and a wide range of commercial applications. The company's patented light emitting sensor technology enables lightweight scanners that outperform traditional prism-based devices in size, power consumption, portability, and reliability. Identity management solutions providers, government agencies, and corporations around the world rely on Integrated Biometrics' products to enroll and verify individual identity quickly and accurately, even in remote locations. IB is a multi-national company that is rapidly scaling with high double-digit sales growth, with all the challenges and opportunities that accompany rapid scale and growth. IB has been recognized as one of the South Carolina Top-25 Fastest Growing Companies in 2016, 2017, 2019 and 2020 and in the Inc. 5000 Fastest Growing Companies for 2016, 2017, 2018, 2019 and 2020. Typical work includes: Staff Accountant will be an energetic, detail-oriented individual executing general accounting functions including preparing journal entries, reconciling bank accounts, maintaining supporting schedules, initial review of financial statement, Accounts Receivable, review Accounts Payable, daily/weekly sales review, financial reporting, month end reporting and closing duties along with collaborative work with Director of Accounting/HR and AP staff. Additional responsibilities may include payroll and 401k reporting. This is a newly developed position at IB to assist with its growth. Needed Traits (Must Haves)	



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- Three to Five years of demonstrated accounting experience
- Working knowledge of ERP Systems.
- Exposure to intercompany accounting and currency translation
- Proficient in Office 365 environment including working knowledge of Excel, Word, Outlook, Teams and DropBox.
- Ability to work on-site at Spartanburg, SC site.

Desired Traits (Like to Haves)

- Bachelor's degree in Accounting, Finance, or related field
- Epicor ERP experience
- International Accounting Experience
- CPA license
- Multi-lingual; preferred Korean
- Ability to share best practices in accounting operations to enhance company's strength

Other Preferred Skills and Qualifications

- Work independently and as a team when needed to prioritize and meet deadlines.
- Provide accurate and timely accounting transaction activity and reporting.
- Comply with federal, state, international and local financial requirements by studying existing and new legislation and maintaining compliance.
- Management and observance of confidentiality requirements and expectations.
- Desire to be an active part of and strengthen the IB culture of a team environment focused on accountability, diligence, delivering results and mutual respect.
- Effective two-way communication written, verbal and in-person.
(listening to others when they communicate and asking questions to better understand).
- High attention to detail and outstanding organizational skills.
- Politely persistent follow-up talent.
- Chameleon-like ability to adapt to changing tasks throughout the
- Fired up to be part of a growing, scaling hardware / tech company.

Productivity Tools and Resources:

PC Workstation/Laptop, Office 365, On-site workstation

Access: IB Network, DropBox- Accounting, Telephone/Fax/Scan, Epicor, Spartanburg Office Site



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To be part of the IB team:

In early 2017, Integrated Biometrics adopted the Entrepreneurial Operating System (EOS) – as taught in TRACTION by Gino Wickman. We use this approach for the overall foundation of the organization. The results have been good to excellent. Naturally, we continue to extend EOS to all levels of the organization. It has become an important part of our culture of achievement.

Our executive offices, including marketing, finance, accounting, domestic logistics and strategic engineering, are based in Spartanburg SC. Our manufacturing and product / process / engineering offices are outside of Seoul, South Korea. We also have an expanding R&D lab and film production facility in Chandler, AZ. The majority of IB's sales resources work remotely across the globe.

CORE PURPOSE:

- Provide finger-print identity sensors, solutions, and services to the world.

CORE VALUES:

Customer-Focused

- Friendly – Cooperative – Good Listener – Respectful

Get Things Done

- Persistent – Curious & Innovative – Results Oriented – Proactive
Resourceful Common Sense – Helpful – Enthusiastic – Adaptable

Accountable

- Trustworthy – Team Player – Cooperative Relationships – Honest – Reliable – Quality Work – Unbiased Behavior – Support for Workplace Diversity

Responses can be sent to jobs@integratedbiometrics.com