



**Company Descriptions:**

Packet Digital designs, develops and markets advanced power management solutions for portable electronic devices and embedded systems.

Botlink is a software system that enables users to quickly & safely capture data using drones, distributes that data to trade tools, and reacts to change conditions in real-time. Botlink integrates with users' existing industry analysis tools, such as Procore™ and AgLeaderSMS, giving them easy access to their drone data in their existing business decision making processes.

***Accountant***

**Reports To:**

CEO

**JOB PURPOSE:**

Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions, while analyzing and preparing financial reports to determine or maintain record of financial activities within our organization.

**Description of Duties & Tasks**

*Essential duties and responsibilities include the following. Other duties may be assigned.*

**Responsibilities:**

- Manage all accounting operations based on accounting principles
- Prepare budget and financial forecasts
- Publish monthly financial statements on time
- Summarize current financial status by collecting information; preparing balance sheet, income statement, and other reports for management
- Track companies credit card charges and reconcile statements
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Monitor receivables and accounts payable to ensure that payments are up to date
- Full cycle of accounting transactions: receivables, billing, fixed assets, payables, journal entries
- Prepare quarterly and annual reports by assembling data
- Entering/Paying Bills
- Submit payroll and related tasks (Bi-weekly)
- Issue invoices to send to customers / government contract invoice submittal (tracking labor hours and material purchases related to our government contracts in order to receive payment on them)
- Tax information preparation, tax planning, review tax return with external tax accountant
- Review yearly W-2 and 1099s
- Manage vendor and client relations
- Update patent files for cost information purposes
- Review and prepare sales tax filings
- Prepare an ICE (Incurred Cost Electronically) Model annually

### **Skills and Qualifications**

- Thorough knowledge of accounting and corporate finance principles and procedures
- Proven work experience as an Accountant or similar role
- Excellent analytical skills and attention to detail
- Deadline-oriented, time management, and general math skills
- Integrity, with an ability to handle confidential information
- Experience with accounting software, Quickbooks preferred
- Computer literacy, Microsoft Excel in particular
- Bachelor's degree in Accounting or Finance
- CPA preferred

### **Contact & Deadline**

Individuals interested in position should contact our Human Resources department directly via email at [nicole.lindemoen@botlink.com](mailto:nicole.lindemoen@botlink.com)  
Please submit resumes by April 17th, 2017

*Packet Digital and Botlink assures equal treatment in the administration of all personnel matters including recruitment, selection, hiring, advancement, training and transfers, without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender, sexual orientation, age, special disabled veterans, veterans of the Vietnam era, and other eligible veterans or any other protected class. Packet Digital and Botlink also make reasonable accommodations for disabled employees where appropriate and/or as required by law.*