



About AlumaDoor:

AlumaDoor is a fast-growing import-distribution company located in Corona, CA with a 100% American-owned and operated factory in Asia. We are a leading manufacturer of full-view residential garage doors. Our doors are installed in thousands of homes across America! AlumaDoor garage doors are designed and manufactured for durability, quality, and style!

An Exciting Opportunity:

AlumaDoor is seeking an experienced, thorough and accurate Accountant to join our team in Corona, CA. In this role, you will demonstrate your expertise in a variety of accounting practices, including accounts receivable and payable, inventory, reconciling the general ledger as well as assisting with new ERP system implementation. You will produce financial-status reports to help improve our operational efficiency and aid in our continued growth. You will report directly to the Accounting Manager. This is an exciting opportunity for an experienced professional looking to grow in their career, and to be a part of a thriving, multistate company!

Initiatives You Will Champion:

- Create inventory items in inventory system;
- Issue POs to Ningbo manufacturer;
- Work on accounts receivable, accounts payable and general ledger;
- Reconcile balance sheet accounts;
- Prepare journal entries to close the book monthly;
- Review preliminary monthly and quarterly financial statements;
- Assist with new ERP system implementation;
- Perform other duties assign.

To be successful in this role you will need:

- Bachelor's degree in Accounting;
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP);
- 1-year accounts receivable, 1-year accounts payable and 3 years of general ledger experience;
- Consistent, accurate, thorough, and detail-oriented;
- Exceptional organizational skills and aptitude for numbers;
- User of ERP Accounting;
- Advanced MS Excel skills including Vlookups and pivot tables;
- Proficient in QuickBooks and Fishbowl;
- Solid organizational skills including ability to multitask and pay attention to detail;
- Prior ERP system implementation, helpful.

If you want to work with our team:

- This FT position is on-site, based in Corona, CA;
- Covid 19 vaccination with booster required;

We offer an attractive benefits package including:

- Competitive salary based on experience
- 401k with employer contribution
- Profit sharing
- Medical/Dental/Vision insurance- employee premiums paid for in full by AlumaDoor!
- Vacation/Holiday pay

To learn more about us, please visit us at: www.AlumaDoor.com

We are an equal opportunity employer and value diversity in our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.