



Tax Accountant

Leading the LED Industry Since 1992

Leotek Electronics USA LLC., located in California's Silicon Valley since 1997, and celebrating over twenty years as an LED lighting manufacturer, is globally recognized as a pioneer in light-emitting diode technology. With millions of LED products installed worldwide, Leotek offers a substantial history of proven performance. The company manufactures innovative LED lighting products for applications encompassing traffic and transit; street and area; petroleum, convenience, grocery and retail stores.

Leotek is committed to developing emerging solid-state technology that offers greater longevity and environmental viability than traditional lighting sources, while reducing energy consumption and maintenance costs. In 2007, Leotek was acquired by Lite-On Group, a multi-billion dollar electronics manufacturing conglomerate.

Location:

San Jose, CA.

Department: Accounting Department

Summary of Responsibilities: This position will be responsible for sales and use tax preparation, filing, communicating with states department and some other assigned tasks

Job Responsibilities:

- Responsible for preparing and reconciling multi-state sales & use tax returns;
- Familiar with multistate sales & use tax compliance/exemption;
- Prepare file format and layout required to transfer monthly sales and use tax liability data from SAP system to third party system platform;
- Handling any written and oral correspondence with the various tax jurisdictions associated with the tax issues;
- Coordinating to set up the preparation of tax returns with professional firm;
- Maintain tax calendar, license renewals, exemptions and research;
- Support other functions such as AP & Treasury;
- Other ad hoc assignment as required;

Job Requirements:

- Bachelor's degree in business field
- At least 4+ years of working experience in Accounting and 2+ years for sales & use tax filing
- Detail oriented proactive team player
- Advance Excel skill, pivot table, SAP, Word
- Ability to work in a fast-paced environment and manage time efficiently between multiple priorities

Additional Eligibility Qualifications:

- Resale certificate knowledge is an added advantage

Competencies

- Collaboration Skills
- Communication Proficiency
- Flexibility
- Excellent analytical, critical thinking, and organizational skills
- Strong attention to detail



Supervisory Responsibility: This position has no supervisory responsibilities

Travel:None

Leotek Electronics USA LLC has work environment that promotes diversity, equal opportunity, embraces change, and provides leadership opportunities to its talents.

If you are looking to make a move and are highly motivated professional who welcomes new challenges, take a look at our career page by visiting www.leotek.com .