



Job Posting

Position: Accounting Manager

About Luxel: For over 53 years, Luxel Corporation has been a global leader in the design and manufacture of ultrathin freestanding polymer and metallized optical bandpass filters. Our expertise supports mission-critical applications in spaceflight, semiconductor EUV lithography, fusion energy and research. Beyond our core filters, we provide specialized polymer supports for microscopy and high-performance physical vapor deposition furnaces. What sets us apart is our relentless focus on refinement; pairing advanced technical design with world-class manufacturing to provide high-quality, reliable solutions for our global customer base.

Location: Friday Harbor, WA

Position Type: 32-40 hours. On site (no remote work option)

Schedule: Monday – Friday 8:00 – 5:00 (40 hours) or Monday – Friday 8:00 – 3.30

Pay Range: Base salary of \$95,000-120,000 annual salary (DOE)

Reports To: Head of Business Operations

Benefits:

- Employer Paid Medical/Dental/Vision Insurance
- 401K – up to 4% company match, HSA, and FSA
- 12 Paid Holidays
- Generous Paid Time Off
- Quarterly bonus plan

Luxel Corporation is an equal opportunity employer. We offer an outstanding work environment, competitive pay, and generous benefits including a bonus plan over the hourly wage.

If you are interested in joining Luxel, please email your resume and cover letter to Careers@Luxel.com with “Accounting Manager” in the subject line. We look forward to hearing from you.



Job Title: Accounting Manager

Summary: The Accounting Manager reports directly to the Head of Business Operations. The Accounting Manager is responsible for overseeing the day-to-day accounting functions as well as compiling the monthly financial statements. The position is also responsible for all functions of payroll, bonus reporting and employee benefits.

Duties and Responsibility:

- Create, analyze and review the monthly financial statements.
- Make general journal entries to the general ledger
- Prepare bi-weekly payroll, monthly commissions and quarterly bonuses
- Prepare quarterly bonus reports
- Purchasing of inventory items
- Match, post and pay accounts payable and prepare annual 1099's
- Reconcile the monthly bank statement
- Input annual budgets in accounting software and compare budgets to actual expenses monthly
- Create and file the monthly B&O state taxes and quarterly Washington State employee taxes
- Oversee physical inventory count and the reconciliation of inventory
- Write policy and procedures for various accounting activities
- Manage Fixed Assets
- Manage Certificates of Insurance requests
- Liaison with company CPA, as needed
- Maintain the accounting software system and train employees as needed
- Responsible for the AR aging report, daily reconciliation and banking positive pay responsibilities.
- Team Collaboration: Act as a flexible team player by providing intermittent coverage for the Customer Service Admin desk when primary staff are out of the office.

Required Certifications and Licenses:

- Driver's License

Physical Requirements:

- Prolonged periods of sitting and working on a computer
- Occasionally lifting storage boxes, binders and files of 25 pounds or less



Education and Experience:

- A Bachelors of Science degree in Accounting (or equivalent), plus 4+ years experience as an Accounting Manager
- Knowledge of GAAP Accounting Principles
- Working knowledge of the following software:
 - QuickBooks Enterprise Solutions. Manufacturing version experience preferred. Other accounting systems experience a plus.
 - Excel, Word, G-Suite

What We're Looking For

- **Smart Problem-Solving:** You can look at a situation, figure out what's wrong, and come up with a logical way to fix it.
- **Solid Accounting Knowledge:** You have a firm grasp of GAAP and how it applies to daily work.
- **Office Savvy:** You understand how an accounting office runs and are familiar with standard business practices.
- **Strong Communication:** You can explain things clearly, whether you are speaking in a meeting or sending an email.
- **Great at Juggling Tasks:** You can handle several projects at once without letting things slip through the cracks.
- **Trustworthy & Discreet:** You know how to handle private financial and employee information with total care and professional "poker-face" secrecy.
- **Good at Following Directions:** You are great at listening to or reading new policies and putting them into practice exactly as intended.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with this position. Luxel management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

