



TRONSER, INC. offers a wide range of High-Q Trimmer Capacitors such as Air Plate-, Air Tubular-, and Sapphire Dielectric Trimmers and Microwave Tuning Elements. Over 60 years of experience in the design, manufacturing and marketing of precision electro-mechanical components have made us the preferred partner of most major electronics companies worldwide. High precision Turned and Milled custom components are manufactured in our headquarters in Cazenovia, New York.

**Responsibilities include, but are not limited to:**

- Sales
  - Daily create invoices and record in MBA & DBA software
  - Mail/email as necessary
- Cash & Accounts Receivable – Record daily transaction & prepare daily deposit
- Accounts Payable – entering invoices in MBA & issuing checks weekly as needed
- General Ledger
  - Prepare & enter journal entries as needed
  - Prepare Monthly Account Reconciliations
- Human Resources
  - Payroll – weekly gathering data and generating payroll with Paychex
  - All Personnel & Payroll Record Keeping & Compliance
  - Vacation, Paid time off record keeping
  - Benefit Enrollments – Medical, Dental, Life, 401(k) etc.
  - New Hires/Separation record keeping
- Purchasing
  - Creating & Entering Purchase Orders in DBA software
  - Recording receipts
- Inventory
  - Record daily shipment transactions in DBA
  - Record purchases in DBA
- Serve as back-up for Customer Service & Production Scheduling & Control
- Other duties that may be assigned

**Requirements:**

- Prior Accounting / Bookkeeper experience required.
- Must have positive attitude and ability to take ownership for work

**Compensation & Benefits:**

- Competitive wage & benefits.
- Vacation, PTO, Paid Holidays; Medical; Dental; Life; 401(k)