



Financial/Accounting Assistant

Hanwha Q CELLS designs, builds and manages financially sustainable solar photovoltaic (PV) solutions. The company brings a decade of global leadership in solar PV to North America, combining best-of-world technology, processes and partnerships to deliver utility-grade solar PV solutions customized for the US energy market.

SUMMARY:

The Finance Assistant is responsible for managing the company's P&L including forecasting, planning, reporting, and analysis. This position reports to the Finance Manager and is located in Dalton, Georgia.

RESPONSIBILITIES: Prepare bank reconciliation and report cash position on a daily/weekly/monthly basis. Perform day-to-day accounting bookkeeping activities. Forecasting working capital (monthly/quarterly/yearly). AR/AP check. Supporting funding/loan for working capital. Review all G/L reports and post in SAP. Prepare for the regular budget and forecast for budget revision. Reporting the relevant budget and forecast data. Support accrual monthly, quarterly and year-end closing and tax filing Support CAPEX and fixed asset depreciation Adhere to the policies and procedures of Hanwha Q CELLS. Perform other duties and special projects, as assigned by management.

REQUIRED QUALIFICATIONS: Bachelor's degree in Finance or Accounting preferred or equivalent work experience. Proficiency in use of MS Office Excel and SAP or Quickbooks. Strong knowledge of finance and accounting, global business operations, and business intelligence analysis Multi-tasking, patience under hard-working environment Demonstrated leadership experience managing multiple deadlines Excellent communication skill and ability to work in a cross functional team environment. **MUST** have Accounts Payable experience.**

Hanwha Q CELLS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.