
IMMEDIATE OPENING – FULL TIME POSITION
• ACCOUNTANT •

Diversified Technologies, Inc. (“DTI”) is an international leader in the design and manufacture of high power electrical equipment. Our exceptional engineers and scientists collaborate to develop the world’s most powerful radar transmitters, pulsed power units for state-of-the-art processing in food, energy and wastewater, and advanced R&D for national laboratories.

DTI is seeking an **Accountant** who will participate in general and project accounting as a team member within a small accounting department at our headquarters in Bedford, Massachusetts just off Routes 2, 3 & 95, minutes from Alewife Station.

Responsibilities:

General Accounting:

- Prepare monthly and quarterly reconciliations as required
- Assist in financial closings including processing adjustments
- Maintain Fixed Asset Accounting

Project Accounting:

- Prepare periodic and special project cost reports
- Assist with project billings

Additional activities as assigned:

- Assist with annual physical inventory, Accounts Payable and outside audits as needed

Requirements:

- Exposure to government contract accounting desirable
- Thorough knowledge of accounting principles and procedures
- Experience with complex accounting and financial systems (Costpoint preferred) desired
- Above average interpersonal and communication skills
- Excellent organizational skills, attention to detail and the ability to work independently
- Solid PC Skills including MS Office (Word and Excel) desired

Education: BA in Accounting or Business

Experience: 0 to 4 years (preferably with public accounting)

Compensation:

- Salary range is \$55-85K
 - Excellent benefits including health, dental, life, and disability insurance; 401K Plan, tuition reimbursement; paid holidays, sick leave and fifteen vacation days beginning year
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To Apply For This Position: Please visit our website at www.divtecs.com and click on “Career Opportunities” and “Voluntary Affirmative Action Form” to download our voluntary form. Then (1) send a resume to jobs@divtecs.com, and (2) if you would like to submit the Voluntary Affirmative Action Form, complete the form and include it as a signed pdf with your resume.

DTI is an Equal Opportunity Employer: Female / Male / Disabled / Veteran

DTI makes reasonable accommodation for persons with disabilities to apply for employment. Contact jobs@divtecs.com to request a reasonable accommodation.