

November 8, 2023

ZutaCore is looking for new talents to join the team. **ZutaCore** is a fast-growing startup company that develops novel Direct-on-Chip cooling systems for compelling unmet needs in the booming data center market.

We invite you to join our purpose-driven culture. A culture of passion and optimism. A culture of caring about our customers and each other.

- We are bound by a shared vision and a strong culture.
- We are committed to the highest quality standards for all our products and services.
- We consistently provide the best service in our industry.
- We believe everything is possible.
- We play as one, and we are all a part of a winning team.
- We are proactive and take responsibility.

Job description

Job Title:	Bookkeeper & Payroll Manager
Department:	Finance
Reporting to:	Director of Finance
Location:	Sapirim industrial park, Shaar hanegev (Near Sapir College, Sderot)
Job Scope:	Full-time
Availability:	Immediate

Responsibilities:

- Prepare and manage the Company's payroll in Israel.
- Support international payroll cycle (US and EMEA).
- Full responsibility for the Company accounting records both for Israeli Ltd and US Inc.
- Full responsibility for daily bank reconciliations
- AP cycle management: records invoices, prepares payments, and reconciliations.
- AR process - issue invoices and receipts to customers and collection responsibility
- Import/Export files
- Fixed assets
- Manage intercompany balances and maintain reconciliations.
- Recording and reconciling the Company's credit cards transactions
- Responsibility for employee expense/ travel reports approval, reimbursement, and recording according to Company policies.



- Preparation and submission of VAT and tax returns on supported ledgers, familiarity with VAT, excess expenditure laws, withholdings, and tax requirements
- Reporting to authorities
- Month-end close and year-end close: prepare the trial balance and other material for the monthly closing of the Company.
- Ongoing reconciliation including closing entries and cut-off accounts.
- Prepare and manage monthly payments.
- Prepare accounts for audit.
- Budget control-related tasks
- Perform general financial duties and ad-hoc tasks as required.
- Familiarity with Innovation Authority (FKA Chief Scientist) reporting

Experience & Skills:

- Certified bookkeeper- type 3 and Payroll Controller - must
- 7+ years of bookkeeping experience – must
- 3+ years of experience as a payroll manager.
- Experienced with supply chain operations and inventory.
- Experience in a high-tech company – an advantage
- English at an advanced level (both spoken and written)
- Strong Excel skills - must
- Ability to work independently in accordance with established policies and regulations.
- Well organized, and motivated, with the ability to work with limited supervision.
- Excellent communication skills
- Team player and service-oriented
- High attention to details
- Prior experience and high proficiency with the "Priority" ERP system – Must

Contact Details:

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