



Part-Time Finance & Accounting Manager

Location: Plymouth, Minnesota
Company: ALTER TECHNOLOGY US, Inc.
Reports to: CFO
Employment Type: Part-Time, Flexible Hours, Hybrid

Position Summary:

We are seeking a detail-oriented and organized Finance & Accounting Manager to join our team on a part-time basis (10-20 hours per week). This role is ideal for candidates looking to contribute to a dynamic and innovative company while maintaining a flexible work schedule. The Finance & Accounting Manager will support day-to-day bookkeeping, financial reporting, and accuracy in accounting records. Expected hours: 10-20 per week. Work Location: Hybrid (stronger in-person attendance required during induction phase).

Key Responsibilities:

- Manage accounts payable and accounts receivable functions, including invoice review, payment processing, claims handling, payment tracking, and customer/vendor account reconciliations
- Enter, review, and maintain client invoices, deposits, and payments in QuickBooks, ensuring accurate posting and timely bank and credit card reconciliations
- Oversee payroll processing and ensure compliance with applicable federal and state payroll regulations
- Prepare and support monthly and year-end financial reporting, including income statements, balance sheets, and cash flow summaries
- Monitor cash flow, track expenses, and support basic budgeting and forecasting activities
- Ensure compliance with GAAP, internal controls, and company accounting policies
- Provide ad hoc financial analysis and reporting to support management decision-making
- Assist with additional finance-related tasks and special projects as needed

Qualifications:

- US Citizen or Permanent Resident
- Proven experience in bookkeeping
- Strong proficiency in QuickBooks and Microsoft Excel and Word
- Exceptional attention to detail and accuracy
- Excellent verbal and written communication skills
- Ability to work both independently and collaboratively in a team environment
- Strong organizational skills with the ability to manage multiple tasks efficiently
- Familiarity with the semiconductor industry is a plus, but not required

Benefits:

- Flexible work schedule to support work-life balance
- Opportunity to work in a cutting-edge industry with a focus on innovation and quality.

About ALTER TECHNOLOGY US:

ALTER TECHNOLOGY US, a company of the ALTER TECHNOLOGY TÜV NORD Group, provides U.S.-based engineering, test, and qualification services for high-reliability electronic components serving aerospace, defense, space, medical and other mission-critical markets. Our mission is to act as a trusted single

source for EEE part testing services including screening, qualification, reliability, and acceptance testing to ensure performance, traceability, and compliance in harsh and regulated environments. We are DDTC ITAR registered and committed to operating under rigorous quality and compliance standards while leveraging the global technical depth of the ALTER TECHNOLOGY Group.

Equal Opportunity Statement

ALTER TECHNOLOGY US is an equal opportunity employer