



Accounting Assistant Location: Malvern, PA. (On-Site)

RAJANT CORPORATION is the global leader and pioneer of patented **Kinetic Mesh®** networking, powering mission-critical connectivity for autonomous systems, industrial operations, defense, mining, manufacturing, energy, logistics, and other demanding environments worldwide. For more than 25 years, Rajant has helped organizations connect people, machines, assets, and data through its **Mesh-Over-Everything™** architecture and distributed edge computing platform.

Together with its subsidiary, **Rajant Health Incorporated (RHI)**, Rajant is advancing Industrial AI, automation, mobility, and real-time operational intelligence—bringing resilient connectivity wherever people, machines, and data move.

POSITION OVERVIEW: Rajant is seeking an organized, detail-oriented **Accounting Assistant** to support the VP of Finance and provide front desk coverage at our Malvern, PA headquarters. This role combines day-to-day accounting responsibilities with reception and administrative support and requires someone who is accurate, dependable, professional, and comfortable managing multiple priorities.

RESPONSIBILITIES:

Accounting & Financial Support

- Perform bank and account reconciliations and post daily Accounts Receivable payments.
- Support weekly Accounts Payable cash disbursements and general ledger activities.
- Prepare monthly sales tax reporting.
- Create and process sales orders, invoices, and packing slips.
- Serve as a liaison between Sales, Production, and Accounting to support order processing and related activities.
- Assist in coordinating company insurance administration, including renewals, certificate requests, automobile coverage, and international travel requirements.
- Assist with annual Financial and Workers' Compensation audits, reporting, and accounting projects.
- Maintain accurate financial records, support transaction review, and assist with process and system improvements.
- Provide general administrative support and ad hoc projects to Accounting and other departments as needed.

QUALIFICATIONS:

- 3–5 years of accounting, bookkeeping, or related financial support experience.
- Experience with **QuickBooks**, preferably QuickBooks Enterprise.
- Working knowledge of accounting principles and procedures, including Accounts Receivable, Accounts Payable, reconciliations, invoicing, and general ledger activities.
- Proficiency with Microsoft Office, particularly Excel, Word, and Outlook.
- Strong organization, communication, multitasking, and attention-to-detail skills.
- Professional demeanor and ability to appropriately handle confidential financial and business information.
- Previous front desk, office administration, or customer-facing experience preferred.
- Experience with sales tax reporting, audits, insurance administration, or 401(k) processing preferred.

EDUCATION: Bachelor's degree in Accounting, Finance, Business Administration, or related field experience.

Reports To: VP of Finance. **Employment Type:** Full-Time with Benefits. **Location:** Malvern, PA (On-Site).

Apply: Introduce yourself with a cover letter and resume to jointheteam@rajant.com.

Rajant Corporation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, physical or mental impairment, sexual orientation, or any other category protected under federal, state, or local law. Rajant is a USG Contractor and complies with all U.S. laws, regulations, and Executive Orders.

200 Chesterfield Parkway • Malvern, PA 19355 • tel (484) 595-0233 • fax (484) 595-0244

www.rajant.com