



## Job Opportunity at Biotix

February 2018

**Staff Accountant**

San Diego, California

FLSA: Exempt

Reports to: Accounting Manager

***Preference to candidates located in San Diego. No relocation assistance is available for this job.***

### **Purpose of role:**

Incumbent is responsible for month end close duties and sales analysis for Biotix. This includes preparing journal entries, performing account reconciliations, analysis of expense and sales trends (including performances by brands, by SKU's within the brands, by sales representatives and from our distributors), as well as cost accounting review and analysis. Incumbent will be reporting and communicating data to the finance, sales, marketing, manufacturing and operations teams to enable Biotix to communicate financial information to key management members efficiently and accurately.

**Core Values required:** Teamwork, Customer Service Orientation and Collaboration, Integrity and Effective Communication style.

### **JOB FUNCTIONS:**

1. Assist in the monthly, quarterly, and annual financial close process.

**Activities:**

- Prepare journal entries and perform account reconciliations.
- Perform bank reconciliation.

2. Manage fixed assets and related depreciation schedules.

3. Responsible for cost accounting.

**Activities:**

Review depreciation, labor and overhead rates; update as appropriate

- Analyze manufacturing and standard costs variances.
- Prepare periodic reports, including product margin reporting and analytics.
- Conduct inventory reserve analysis on a quarterly basis and generate reports.

4. Prepare various ad hoc and recurring sales reports and analyze results.

**Activities:**

- Prepare monthly Sales Flash Reports for management.
- Collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical information and convert into presentations showing trends.
- Analyze operational and financial data, design project plans and initiate execution.

- Prepare quarterly business review (QBR's) packages/proposals to be reviewed with customers.
  - Calculate commissions earned by Biotix sales representatives on a monthly/quarterly basis.
  - Assist sales manager in developing sales forecast and annual budget.
  - Develop monthly quota for each territory based on approved budget.
5. Manage, analyze and administer dealer discounts, and customer quotes.
- Activities:
- Process dealer discounts by working with Business Development Managers, auditing cost and margin assumptions and providing Executive team with validated requests for decision-making.
  - Maintain numerically controlled database of all Dealer Customer Quotes in accordance with internal controls.
  - Provide information as needed to Customer Service, Sales, Executive Management about pending, approved, or expiring quotes.

### **JOB SPECIFICATIONS:**

1. Bachelor's degree in Accounting or Finance.
2. Minimum of two (2) years accounting experience required.
3. Ability to use MSOffice required.
4. Intermediate knowledge of Excel, required.
5. Organizational skills permitting the effective management of several concurrent projects and priorities.
6. Strong interpersonal skills.
7. Ability to complete work in a confidential manner and in a fast-working environment.
8. Able to adapt quickly and understand the needs of teams and individuals working toward solutions.

***Come and be part of a growing and innovative organization!  
Interested parties please send Cover Letter and Resume:  
[careers@biotix.com](mailto:careers@biotix.com)***

***Subject Line: Staff Accountant – SD.***

***Biotix offers a competitive salary, commission, benefits and more!  
We are an equal opportunity employer, encourage diversity and innovation!  
Relocation assistance not available.  
No Calls – No Recruiters/Agencies please.***