



Job Opportunity at Biotix

March 2019

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 analysis for Biotix. This includes preparing journal entries, performing account reconciliations, analysis of expense, variety of Accounts Receivable functions, and cost accounting review and analysis. Position will be reporting and communicating data to the finance, marketing, manufacturing and operations teams to enable Biotix to communicate financial information to key management members efficiently and accurately

Core Values required: *Teamwork, Integrity, Self-Motivated, Detail Oriented, and Effective Communication style.*

ESSENTIAL JOB FUNCTIONS:

1. Assist in the monthly, quarterly, and annual financial close process activities:
 - Prepare journal entries and perform account reconciliations
 - Prepares consolidation of financial statements for 2 companies. Including wholly owned foreign subsidiary.
 - Prepare sales tax returns for all required nexus states monthly, quarterly, and annually
2. Manage fixed assets and related depreciation schedules
3. Responsible for Cost Accounting activities:
 - Prepare monthly inventory summary reporting
 - On a weekly basis, review and analyze variances, identifying products where the receipts may require alteration. Provide recommendations through the established review process. Work in conjunction with production department to review/verify variances. Escalate critical issues to manager.
 - Analyze monthly manufacturing and standard costs variances
 - Conduct inventory reserve analysis on a quarterly basis and generate reports
 - Prepare annual standard costs for products and provide financial information to Sales, Inventory and Operations as needed relating to their plans.
4. Variety of Accounts Receivable Functions
 - Post cash daily cash deposits from customers
 - Contact past due accounts, provide documents necessary for payment processing including invoice copies, purchase/blanket orders and proof of deliveries
 - Research and resolve customer-related billing inquiries
 - Process and send customer billing statements

- Provide various weekly and monthly spreadsheet and report analysis related to A/R

JOB SPECIFICATIONS:

1. Bachelor's degree in Accounting or Finance.
2. Minimum of two (2) to three (3) years general ledger accounting experience required.
3. Ability to use MSOffice required.
4. Advanced 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

Subject Line: Staff Accountant – SD.

***Biotix offers a competitive compensation package, including benefits for our employees
and their dependents***

We are an equal opportunity employer, encourage diversity and innovation!
Relocation assistance not available for this role.

No Calls – No Recruiters/Agencies please.