

Sr. Staff Accountant

Job Reference: Acct
Posted: October 2020

Location: Carlsbad, CA
Weekly Hours: 40

The Role

DNA Electronics (DNAe) is a dynamic company integrating cutting edge sequencing technologies with novel biochemical techniques to create a revolutionary sample-to-answer sequencing platform. We are seeking a strong individual to contribute to the DNAe team. The right candidate will be self-starting, detail-oriented, and able to work as part of a multi-disciplinary team.

Responsibilities:

- Perform and manage all aspects of accounting and bookkeeping using accounting software.
- Manage and implement financial and accounting policies, procedures and controls.
- Prepare monthly analysis and reconciliations of contracts, and other subsidiary ledgers as required.
- Review accounting codes and allocation of expenses for contract funding to ensure costs are allowable and properly recorded.
- Manage and ensure accurate and timely completion of all contract invoicing and payments.
- With assistance from Accounts Payable Specialist, maintain corporate accounts payable, contract, and other accounting files.
- Weekly payments disbursement review.
- Month-end AP accrual review.
- Review purchasing transactions to confirm correct tax classification across multiple destination states, bank balance and manage wire/fund transfers where necessary.
- AP related journal entries and account reconciliations review.
- Review Annual 1099 filings.
- Bi-Weekly Payroll related journal entry and account reconciliation review.
- Ensure Company internal controls are in compliance with GAAP, make improvements to controls as necessary, ensure narratives are kept up to date and accurately represent current methodologies.
- Assist in monthly closings and reporting to Parent Company.
- Analyze financial data and prepare financial reports, statements and projections as directed by Senior Management.
- Prepare annual budget and complete budget modifications, coordinating with departments and parent company.

- Communicate with external legal advisors/tax accountants.
- Assist with annual financial statement audit, periodic governmental audits, and compliance audits.
- **Other duties as assigned.**

Person Specification

We are looking for people with a passion for their work - people who strive for exceptional results, but who can deliver pragmatic solutions on time. DNA Electronics' employees enjoy and thrive on working in an interdisciplinary team but can also work independently and use their own initiative. The ideal candidate also likes to contribute to solving problems outside their field of immediate expertise and is an effective communicator.

Qualifications & Experience:

- Bachelor's degrees in Accounting, Finance or related field
- 5 or more years of general accounting experience
- Working knowledge of GAAP.
- Must be familiar with Sage 50 or similar accounting software
- Proficient in MS Office products, with emphasis on Excel
- Proven ability to handle multiple tasks and competing deadlines
- Strong administrative, verbal/written skills and organizational skills
- Knowledge of business principles such as job costs, cost collection, analysis techniques, and project control is preferred.
- Ability to research, analyze, make recommendations, and evaluate financial reports to improve the profitability of the organization.

Location

DNA Electronics Inc, Carlsbad, CA

Apply

If you believe you meet the above criteria and would relish playing a key role in developing a revolutionary technology, we would be delighted to hear from you.

We offer a competitive compensation package to successful candidates.

Please email your CV and cover letter to: HR-US@dnae.com quoting

Your name and the job title in the subject line.

For more information about DNAe, please visit our website www.dnae.com



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