

STAFF ACCOUNTANT

POSITION: Staff Accountant I or II (SA I,II)

LOCATION: Huntington Beach, CA; Full Time, On-Site

Our team has been engaged to seek out a staff accountant for a prominent preclinical stage medical device company, with a focus on finding a candidate who demonstrates initiative and possesses the ability to support technical and R&D processes effectively. We aim to identify an individual who can contribute to the company's financial success and growth within the dynamic medical device industry.

The Staff Accountant (SA) will collaborate with senior management, the CFO, and the Controller to offer comprehensive accounting, financial, and general administrative support. This full-time position requires a proactive approach, promoting teamwork, demonstrating maturity, and possessing the ability to accomplish tasks efficiently with minimal guidance.

In order to successfully fill this role, the primary responsibilities include providing support for technical and R&D processes, ensuring that all accounting functions, month/year-end close, monthly reporting, and other accounting duties meet corporate requirements and GAAP reporting standards. The position requires on-site presence, offering an exceptional opportunity for the right candidate to be part of the organization's inception and contribute significantly to creating an entity that advances the development of an artificial heart.

ROLES AND RESPONSIBILITIES:

- Manage the Accounts Payable (A/P) and Accounts Receivable (A/R) processes, while maintaining the general ledger.
- Ensure that all accounting functions, month/year-end close, monthly reporting, and other accounting duties adhere to corporate requirements and GAAP reporting standards.
- Provide assistance in recording inventory and Cost of Goods Sold (COGS), sales invoices, maintaining records and schedules, and collaborating with the purchasing department on inventory matters.
- Aid in the annual audit, surveys, government, and other reporting requirements.
- Handle business property tax and sales & use tax maintenance and processing.
- Direct the analysis and reporting of financials, including budgets, planning, required filings, and reports, and present findings and recommendations to management.
- Engage in corporate development planning and resource management activities as needed, assisting in writing Statements of Work (SOWs), Non-Disclosure Agreements (NDAs), and other vendor-related contracts
- Provide support on various projects as required, and fulfill other duties outlined in the full job description.



REDEPLOYMENT

REQUIRED EXPERIENCE:

- **BA in Accounting or similar field**
- **2-4 years (SA I) and 4+ years (SA 2)** of financial accounting experience
- Must have **QuickBooks experience** and user ability knowledge and other related accounting software.
- Must have **strong experience with excel** and **performing intermediate level formatting and analysis of accounting information on data sheets.**
- Strong command of GAAP and Accrual accounting.
- Knowledge of chart of accounts, financial statements
- Proficient with Microsoft Office and project planning software packages. Superior written and oral communication skills (English).
- High degree of accuracy and attention to detail in a fast-paced environment. Experience in handling sensitive and confidential information.
- Capacity to deal with ambiguity and solve complex problems effectively
- Report to CFO with dotted line relationship to Controller.

PREFERRED EXPERIENCE:

- Some experience in a start-up environment, preferably in a med-tech, health care or manufacturing environment.
- CPA is preferred, not required.
- Some familiarity with financial planning.

BENEFITS:

- **Salary: \$70K - \$85K**
- **Stock options will be a STRONG component of compensation package**
- PTO
- Generous Holiday Schedule
- Medical & 401k
- Full benefits package to be discussed on a per-person basis

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