



Sr. Accountant- Aliso Viejo

Job Summary:

Performs month-end close and prepares financial reports. Applies accounting principles which result in work that is analytical, creative, evaluative and advisory in nature and that requires an understanding of both accounting theory and practice.

Essential Duties and Responsibilities:

- Participates in all activities related to the monthly financial close process including accurate and timely preparation of journal entries and the timely research/resolution of balance sheet and income statement issues and questions.
- Performs monthly detailed analysis of all balance sheet and income statement accounts. Prepares monthly journal entries as necessary to update/correct balances so as the Company's financial statements are properly presented.
- Constantly looks for ways to improve the monthly closing process in order to provide timely information to members of the Executive Team.
- Prepares and distributes monthly department financial reports to management. Addresses questions and comments as a result of their review in a timely and professional manner.
- Prepares supplemental support schedules for the Company's Form 10-Q and form 10-K filings.
- Administers bank activity and is responsible for opening and maintaining all new bank accounts.
- Administers capital purchasing process, maintains Capital Expense request (CER) forms and monitors actual expenditures to budgeted accounts.
- Responsible for property tax reporting. Prepares supporting documents for federal income tax preparation.
- Aids the Director of Internal Audit's SOX compliance efforts by ensuring the Company adheres to documented policies and procedures. Establishes, modifies, documents and coordinates implementation of accounting and accounting control procedures.
- Responsible for lab supplies inventory. Coordinates physical inventory and cycle counts and performs data entry of results. Analyzes cost of lab supplies used and verifies the accuracy of inventory balances at month-end.
- Responsible for equity accounting, including recording stock option and warrant exercises, preparing and recording stock-based compensation expense, reconciling the equity accounts and total shares outstanding. Prepares quarterly equity rollforward.



Skills and Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- Advanced knowledge in the use of financial software applications, databases, spreadsheets and/or word processing required.
- On a regular and continuous basis exercises administrative judgment and assumes responsibility for decisions, consequences and results having an impact on people, costs and/or quality of service within the functional area.
- Exchanges routine information using tact and persuasion as appropriate.
- Strong written, verbal presentation and interpersonal skills.

Education and Experience Requirements:

- Bachelor's Degree in Accounting required.
- Five years progressively responsible related financial experience required.
- CPA preferred.

Environment/Safety/ Work Environment:

- General office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Maintains a clean, neat, and orderly work area.
- Adheres to Department Specific Safety Guidelines.

Physical Demands:

- Standing, sitting, walking, bending, reaching, manual manipulation, and lifting up to 15 pounds.

Other Duties:

- Adhere to department rules and protocols as well as company regulations stated in the Employee handbook.
- Maintain a pleasant and cooperative relationship with co-workers and other departments.

**For consideration, send resume indicating position of interest to:
Christy Moshenko at Christy@ocwibpropathinc.com**

www.clarientinc.com