

JOB TITLE: Controller

List Lab's mission is to "harness bacteria's potential for a healthier world." We are a premier contract development and manufacturing organization for bacterial derived products for early clinical trials including live biotherapeutic products derived from the rapidly growing microbiome field. Live biotherapeutic products, an exciting new therapeutic, are a novel approach to disease treatment and have significant potential to improve patient lives. List Labs also specializes in the production of both native and recombinant bacterial proteins and toxins used for research and development.

List Labs offers a dynamic and congenial company environment and the convenience of working in the South Bay Area.

Reporting to the CFO, supervise a senior accountant and AP clerk, the controller will be managing all functions of accounting, financial analysis and reporting, audits and tax compliance of the company.

The candidate will:

- Manage all accounting operations including A/R, A/P, GL, Cost Accounting, Inventory Accounting and Revenue Recognition
- Direct month end close, prepare and publish monthly financial statements according to GAAP timely
- Preparation of the rolling monthly financial forecasts and report variances against the annual budget
- Coordinate and prepare the annual Company Budget and communicate the plan to senior management and the Board of Directors
- Manage the preparation of quarterly financial package to the parent company, external semiannual review and annual audit
- Manage and comply with local, state, and federal government reporting requirements and tax filings
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Prepare financial analyses and commentary of revenues, expenses and costs and report findings and observations each month to senior management and the Board of Directors
- Develop reports to provide critical financial and operational information to senior management and make actionable recommendations for tactical and strategic enhancement of operations
- Review spending requests for capital expenditures, and provide financial guidance

Qualifications and Skills:

- BS degree in Accounting with strong analytical skills
- CPA or MBA highly desired
- Experience in working for small to mid-size manufacturing companies
- Exceptionally hands on, with strategic business acumen
- Experience in the Life Sciences or Biotechnology industry is a plus
- Solid experience with ERP software, Netsuite experience is highly desirable.
- Strong verbal and written communication skills
- Proven leadership skill and ability to gain support and respect cross functional teams
- Exception level of integrity, strong organization skill and detailed oriented

