

JOB TITLE: ACCOUNTING CLERK

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.

This position will be responsible to perform all phases of Accounts Payable and Accounts Receivable functions, reporting to the Sr. Accountant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Payable

- Match vendor invoices against Purchase Order receipts and verify accuracy.
- Input correct GL codes to the bills.
- Input billing information from the vendor invoices
- Process payments and credit memos weekly
- Process credit card billing and recording
- Reconcile vendor statements and handle vendor payment inquiries.
- Filing all AP related documents

Accounts Receivable

- Invoice customer shipments daily
- Sending / emailing invoices to customers.
- Contacting customers for payment resolution.
- Recording and reconciling payments.
- Resolving payment discrepancies.
- Issue credit memos as needed.
- Maintaining billing accounts and records.
- Perform account reconciliation as needed.
- Respond to customers' billing inquiries.
- Filing all AR related documents

QUALIFICATION AND EXPERIENCE

- AA degree in accounting or related major preferred.
- At least three (3) years of relevant experience in accounts payable and receivable required, preferably in the manufacturing industry.
- Proficient in Excel and Microsoft Word.
- Experience working with ERP system, NetSuite, preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal and communication (both oral and written) skills.
- Strong problem solving skills .
- Ability to work effectively both independently and as part of a multi-disciplinary team.
- Outstanding organization and detailed orientated skills.
- Self-motivated; energetic individual demonstrating personal initiative.

PHYSICAL REQUIREMENTS

- Must be able to sit and/or stand for long periods of time and work on a computer for extended periods of time.
- Lift, carry, push, pull may be required.
- occasionally climb (stairs/ladders).

COMPENSATION AND BENEFITS

- The hiring pay range for this position is \$25/HR - \$33/HR based on skills, education, and experience relevant to the role; title may be assessed one level lower or higher, accordingly. Another component of total compensation includes a performance-based annual bonus.
- Benefits include medical, vision, dental, vision, and group-term life insurance, 401(k) retirement plan with a 4% employer match, vacation, and holidays.