

Job Title: Accountant and Materials Planner

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.

The Accountant and Materials Planner will perform a dual role and will be responsible for performing accounts payable (AP), cost accounting, and inventory management related activities. This includes overseeing inventory counts, maintaining accurate records of items in stock, tracking inventory movement, organizing stock, and developing inventory processes. This role also manages raw materials and inventory accounting including bills of materials (BOMs) and labor costs utilizing NetSuite.

The incumbent will work closely with various departments including manufacturing, procurement, and R&D to gather cost-related data, align production initiatives, and support decision-making processes. Additionally, this role ensures accurate cost allocation and expense tracking through effective management of AP and cost accounting functions. The Accountant and Materials Planner will report to the VP of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Materials Planning

- Lead all material planning and procurement activities in support of production and clients' projects.
- Coordinate inventory planning and replenishment of raw materials, consumables, and equipment.
- Plan, schedule, and procure material required to support project and production schedules.
- Evaluate material shortages and determine appropriate inventory levels.
- Defines the required purchases or deliverables by planning, scheduling, and monitoring the movement of materials, goods, or services throughout the product life cycle.

- Analyze demand patterns and inventory usage data, coordinating with procurement for timely material delivery to support the production schedule. Monitor inventory turnover rates and implement strategies to reduce excess stock.
- Monitor the accuracy of the inventory through reports and cycle counting and reconcile discrepancies.
- Restock supplies to the stockroom and maintain accurate inventory record.
- Maintain strong relationships and communication directly with production, purchasing and project management.

Accounting

- Manage the receipt and timely processing of payable transactions to the general ledger, such as vendor invoices on purchase orders, prepayments, and employee reimbursements utilizing NetSuite.
- Manage account payable month-end close activities, and process vendor bills, credit card, expense and monthly accruals.
- Set up cost accounting in NetSuite for materials, room use, etc.
- Develop and maintain standard cost models for products and services, ensuring accuracy in material, labor, and overhead cost components.
- Analyze cost variances, including purchase price, material usage, labor efficiency, etc.
- Prepare and reconcile inventory valuations, including cycle counts and physical inventory adjustments.
- Prepare monthly variance analysis (spends, absorption, purchase price variance, work orders, inventory driven costs) of actuals to forecast and budget, explain and investigate any major discrepancies, and understand key business drivers.
- Support monthly, quarterly, and annual financial close processes by preparing journal entries, reconciling accounts, and analyzing cost-of-goods-sold (COGS).
- Maintain and analyze the Bill of Materials (BOM) and routing data to ensure accurate product costing.
- Ensure compliance with applicable tax and regulatory filings, including audit documentation and 1099 preparation.
- Responsible for all aspects of annual standard cost rolls including component cost updates, overhead rates, bill of materials review, and routing maintenance (including labor costs and subcontract processing).

QUALIFICATION AND EXPERIENCE

- Bachelor's degree in Accounting or Finance.
- Minimum of 3 years of related and Life Science Industry experience preferred.
- Proficient in MS Office (Word, Excel); advanced Excel skills desired.
- Experience with NetSuite is strongly preferred.

- Outstanding organization and detailed orientated skills.

KNOWLEDGE, SKILLS AND ABILITIES

- Must have excellent attention to detail and the ability to consistently meet high-quality standards.
- Excellent verbal, written, and interpersonal communication skills and the ability to work collaboratively across departments.
- Must possess good organizational and time management skills. Must be systematic in obtaining and using information.
- Must be able to work independently but able to identify problems and know when to solve proactively and seek advice.
- Must be able to work under tight deadlines while delivering high-quality output.
- Must be proficient with computer applications (i.e. Microsoft Office products and Adobe Acrobat).

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.
- Specific vision requirements include reading of written documents and use of computer screens.

Compensation and Benefits

- The anticipated base hourly range for this position is \$80,000 - \$105,000 per year based on a variety of factors, including but not limited to, internal equity, experience, education, specialization, skills, abilities, and training relevant to the role.
- Benefits include medical, vision, dental, vision, and group-term life insurance, 401(k) retirement plan with a 4% employer match, vacation, and holidays.
- The above salary range represents the Company's good faith and reasonable estimate of the range of possible compensation at the time of posting.