

STAFF ACCOUNTANT

Active Motif, Inc. is a privately held biotechnology company focused on supplying innovative kits, reagents and services for epigenetics and gene regulation research. We are looking for a highly motivated, team-oriented individual to join the finance team at our headquarters in Carlsbad, CA.

Key Responsibilities

- Full cycle accounts payable and receivable
- Maintains responsibility for key Accounting functions including cash, accounts receivable, prepaids, fixed assets, leases, deferred rent, accounts payable, customer prepayments, accrued expenses and notes payable
- Regularly maintain detailed reconciliations of balance sheet accounts
- Assist in monthly, quarterly and year-end close
- Support the annual review process which includes compiling financial statements and footnote schedules, providing PBC requests to external auditors and support during field work
- Prepare quarterly royalty reports
- Prepare and file quarterly sales and use tax return
- Prepare collateral and aging schedules to conform to banking requirements
- Respond to ad hoc requests from management
- Assist with special projects and additional duties as assigned

Required Qualifications

- 0 – 4 years of Accounting experience
- Bachelor's degree in Accounting
- Strong oral and written communication skills
- Strong organizational and analytical skills
- Willingness to establish and maintain effective working relationships
- Strong Microsoft Excel skills
- Knowledge of ERP software a plus but not required

If you meet these requirements and are interested in this position, please submit your cover letter and resume outlining your qualifications and experience, along with salary requirements to hr@activemotif.com.

We thank all applicants, however, only those selected for interviews will be contacted.