



Senior Accountant

Company Profile

Part of a privately held, international technology group, the BIT Group has demonstrated growth and innovation over four decades of operating in the medical and life sciences industry. The Company is recognized for world-class automation, instrumentation development, contract manufacturing and after-sale services to an impressive list of global clients.

The BIT Group has successfully helped clients take a revolutionary product idea from inception to delivery in hospitals and laboratories, delivering value throughout the lifecycle for diagnostic devices. State-of-the-art automation, robotics and AI are the pillars on which the Company continues to achieve rapid growth and expansion. The mission is clear: to support global life science innovators as they push forward with ground breaking technology and services in a high quality, cost effective model.

Position Profile

We are seeking a highly motivated Senior Accountant to join our challenging, fast-paced environment. The Senior Accountant will perform a critical role within the accounting team, working through complex issues, transactions, both independently as well as collaboratively throughout our business. The Senior Accountant should have a working knowledge of GAAP and will be part of ongoing process improvement for timely financial reporting to ensure clean reconciliations. It is expected that the selected candidate for this role will be able to communicate clearly both verbally and written. This position will report directly to and work closely with our US Controller and would be based in Irvine, CA.

Essential Duties & Responsibilities:

- Month end close (journal entries, financial statement preparation /close cycles, reconciliation activities)
- Account reconciliation of balance and income
- Management reporting (Budget vs. actual, gross margin and inventory analysis of materials/WIP)
- A/P and A/R
- Assist with payroll preparation, reconciliation & reporting
- Review & update of standard costs, labor, overhead rates, analyze cost of goods sold
- Analyze and update provision accounts
- Calculate and remit property, sales and use taxes
- Maintain CAPEX budget, fixed asset ledgers and related depreciation schedules
- Support financial audit processes
- Monitor compliance with GAAP and company policies
- Review, investigate and correct errors, inconsistencies in financial entries and statements

Qualifications Required:

- BA/BS in Accounting or a related discipline, CPA or advanced status towards a CPA
- 5 years of accounting experience
- Meticulous attention to detail
- Prior demonstrated experience with medium to large ERP systems
- Prior banking experience with wire transfers, bank reconciliation
- Proficiency in Excel, Word, and personal computer skills
- Cost accounting experience would be considered a plus
- *A curious and positive attitude*



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Company Benefits Include:

Company achieves excellence in organizational development by encouraging professional and personal growth of our employees. Our commitment to the health and happiness of every employee is demonstrated in the following programs:

- Comprehensive medical, prescription drug, dental, and vision insurance for employees and dependents
- Company paid life and AD&D insurance
- Voluntary (employee paid) supplemental life, AD&D insurance for employee, and family
- Company paid short term disability
- Company paid long term disability
- 401(k) pre-tax and Roth employee contributions
- 401(k) "Catch Up" contributions for employees age 50 and over
- Flexible Spending Accounts (health care, dependent care)
- Discount tickets to Southern California attractions
- Employee celebrations and events throughout the year

The Company is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action-Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.