

Blacksburg Location
2001 Kraft Drive
Blacksburg, VA 24060



Radford Location
20 Corporate Drive
Radford, VA 24141

Job Title: Assistant Controller
Effective: 01/14/2024

Company Overview

TECHLAB®, Inc. was founded in 1989 by scientists from the Virginia Tech Anaerobe Lab, one of the only three institutions in the world dedicated to the study of anaerobic organisms. In the late 1970's and early 1980's, research headed by Dr. Tracy Wilkins began on *Clostridium difficile* and its toxins.

Today the company is poised for high growth through private equity funding and develops, manufactures and distributes intestinal diagnostics worldwide retaining an emphasis on science and collaborations with universities. Products are focused in the areas of intestinal inflammation, antibiotic associated diarrhea and parasitology. Research continues on markers of intestinal inflammation, the toxins of *Clostridium difficile*, amebiasis and vaccine development. TECHLAB®, Inc. has ISO 13485 certification along with FDA registration. For more information, visit www.techlab.com.

Job Summary

The job of Assistant Controller is to oversee the day-to-day financial aspects of TechLab Inc. The Assistant Controller will assist in overseeing the monthly close process, ensuring timely completion and delivery of accurate financial statements. The Assistant Controller reports to the Head of Finance.

Work Activities

- Perform monthly balance sheet account reconciliations.
- Process journal entries and assign entries to proper accounts.
- Establish and maintain the general ledger chart of accounts.
- Identify short and long-term costs and capital expenditures.
- Preparation and review of workpapers supporting the monthly close process and month end balances.
- Assist in overseeing financial account administration including but not limited to: accounts receivable, accounts payable, inventory control, general accounting, and purchasing.
- Assist in audit activities including annual financial audit and other regulatory authorities.
- Assist in guiding financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Preparation and reporting of sales taxes.
- Assist in preparation of financial reporting needs to creditors.
- Ensure federal regulations are met.
- Monitor commercial business and banking transactions.
- Work on specific projects to improve the communication of finances throughout the organization.
- Protect assets by establishing, monitoring, and enforcing internal controls.
- Assist in implementing, documenting, and maintaining adequate and effective processes to improve the close and reporting cycles to ensure timely and accurate reporting.
- Performs audits to review company expenditures and evaluate reasonable pricing options.
- Discuss financial matters and provide analysis with different departments.
- Assist in other projects as needed.

Tools and Equipment Used

Microsoft ERP 365FO
Microsoft Office Suite
Sage BusinessWorks
Sage ERP X3

Job Context

TechLab® maintains a climate controlled environment for the job of Assistant Controller. Standard company hours are 8:00 am to 5:00 pm, but the employee may qualify for flextime and hybrid scheduling at the employer's discretion. Overtime is occasionally necessary with or without advance notice.

Minimum Qualifications

This position requires candidates to possess a B.S. or B.A in Finance or Accounting. Previous accounting experience is preferred.