

Neofluidics LLC, is a microfluidic tool-based company. Our R&D facility is at 6650 Lusk Blvd, Suite B102, San Diego, CA-92121, and Corporate office at 4110 22nd Place, Lubbock, TX-79410 (www.neofluidics.com). We develop novel microfluidic chip based smart tools for a variety of applications such as ELISA, biochemical assays, cell culture and related assays, 3D culture and spheroid culture, single cell trapping and analysis, cell tagging, antibody bonding, organs-on-chip etc. Also, we have chip based platform technologies for fluid viscosity analysis and density measurements.

We currently have a part-time position available for an Accountant/Receptionist located at our San Diego R&D facility.

Role as an Accountant:

- Prepare daily, monthly and year-end general journal entries.
- Prepare general ledger account reconciliations and analysis. Research, resolve discrepancies and book journal entries.
- Assist with vouchering invoices, wire transfers and ach payments.
- Provide year-end audit support.
- Assist with external audits; support updating and developing company policies and procedures as well as internal controls documentation.
- Prepare and maintain monthly account reconciliations including various balance sheet accounts, bank accounts, and credit cards.

Role as a Receptionist:

- Greets and directs visitors in a professional and courteous manner. Notifies the appropriate personnel of the visitor's arrival.
- Answers and transfers incoming phone calls on a multi-line telephone system by quickly assesses callers needs by collecting detailed information from caller and routing calls to appropriate receiver. Also follows special procedures as assigned by personnel regarding the handling of specific incoming telephone calls.
- Retrieves and forwards messages received in after-hours Voice Mailbox to appropriate employee or department contact.
- Provides directions to our building upon request
- Maintains suitable outgoing message for Main Line
- Picks up, drops off and schedules outgoing mail and packages
- Reviews, Logs, Files or distributes all incoming mail, packages and faxes
- Prepares mailings by stuffing Envelopes, ensuring proper postage is adhered to envelopes, Logs Certified Mailings

- Maintains Office Equipment & Machines remedying or escalating issues
- Maintains and Orders Office/Lab Supplies
- Maintains the appearance/organization of the reception area/lobby/board room/kitchen break room/supply room
- Assists with set-up and clean-up of conference/board room with beverages, snacks and audio-visual technology (teleconferencing, video conferencing, laptop display) for various internal meetings.
- Orders food for lunches, meetings and special occasions.
- Administrative duties consist of computer work/word processing projects as assigned, including preparation of various documents, filing, scanning and saving electronic documents into appropriate files.
- Performs various tasks assigned by other departments as needed (i.e. stuffing envelopes, sorting, alphabetizing, wrapping candy bars, prepare tradeshow booth & supplies, making reservations, running errands)

Requirements:

- Bachelor's degree required in accounting or related field
- Strong understanding of accounting theory; working knowledge of GAAP and internal controls
- Proficient in Microsoft Excel, Word, and Powerpoint
- Strongly preferred experience with Ms. Dynamics GP, and advanced level of Microsoft Excel (Pivot tables, Vlookups, and nestedifs formulas), and/or Quickbooks etc.
- Detail oriented and organized.
- Demonstrate confidence, professionalism, responsiveness and exceptional communication and customer service skills.
- Ability to effectively communicate in one-on-one and small group situations to customers, clients and other employees.
- Ability to read and compose correspondence using proper grammar, sentence structure, and spelling.
- Ability to prioritize work and shift priorities quickly, and to handle multiple assignments and tasks simultaneously.
- Ability to exercise good judgment and discretion
- Ability to work well in a team environment

Benefits:

- Salary: \$25,000/year
- Standard leave/vacation policy
- Local candidates preferred (Greater San Diego and Greater Los Angeles area)
- US citizens/Permanent resident preferred

Neofluidics LLC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.