



Job Title: Staff Accountant

Job Title: Staff Accountant Location: SLC, UT	Dept: Accounting Prepared by: Hairong Zeng	Reports To: Manager of Finance Prepared Date: 10/16/2025
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Summary Description: The Staff Accountant will support the Manager of Accounting in maintaining accurate financial records and ensuring compliance with internal policies and external regulations. This role involves general ledger maintenance, financial reporting, tax compliance, and supporting budgeting and cost analysis efforts. The ideal candidate is detail-oriented, organized, and capable of working both independently and collaboratively.

SUPERVISION RECEIVED

- Report to the Manager of Finance and Accounting.
- Must work independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Assist with month-end and year-end closing processes.
- Maintain and update the chart of accounts; advise on proper transaction coding.
- Prepare and analyze supporting schedules for financial statements
- Support Accounts Payable (AP) and Accounts Receivable (AR) processes.
- Prepare and file quarterly federal and state tax returns; ensure timely tax payments.
- Draft responses to IRS notices and inquiries.
- Assist with employment tax filings, including W-2s and 1099s.
- Maintain fixed asset and personal property records; prepare annual property tax filings.
- Support external CPA with corporate income tax filings and deposits.
- Assist in preparing annual budgets and monthly budget-to-actual reports.
- Conduct variance and cost analysis across product lines.
- Contribute to the development and improvement of accounting processes and internal controls.
- Account reconciliations of bank statements and credit cards.
- Collaborating with other departments and assisting with special financial projects as necessary.
- Recording day-to-day financial transactions, maintaining the accuracy of the general ledger.
- Performs other job-related duties as assigned.
- Must read and speak English fluently. Italian and Mandarin are a plus.
- Must be proficient in Excel.

DESIRED MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting or a related field.
- 1–3 years of accounting experience preferred (internships or entry-level roles acceptable).
- Strong understanding of GAAP and accounting principles.
- Excellent attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Strong communication and analytical skills.

ESSENTIAL REQUIRED TRAINING

- Understanding of Quality Management Systems.
- Familiarity with ISO 13485:2016 and 21CFR 820 requirements.

PHYSICAL REQUIREMENTS

The physical requirements listed in this section include, but are not limited to, the motor/physical abilities and skills required to undertake the duties and responsibilities of this position. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to empower individuals with disabilities to undertake the essential duties and responsibilities of the position.

While undertaking the essential duties and responsibilities of the position, the employee must repeatedly sit, listen, speak, write, and type. The employee is required to go to all areas of the company. Employee must be able to travel independently via car or airplane, domestically or internationally, as needed. Able to Lift up to 10Lbs.

ADVERSE WORKING CONDITIONS

There are no anticipated adverse working conditions associated with this position.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, and reference check.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.