

## ACCOUNTING MANAGER

### JOB SUMMARY:

- Responsible for managing inventory and fixed assets accounting activities, including reporting, maintaining a strong internal controls environment and ensuring accuracy of costing and valuation.

### MAJOR DUTIES AND RESPONSIBILITIES:

- Perform duties related to inventory management including:
  - Preparation of month-end inventory analysis reports and lead monthly review meeting with senior management.
  - Preparation of journal entries, balance sheet reconciliations, and audit support schedules.
  - Work with Supply Chain/Operations to ensure accurate recording of inventory transactions.
  - Monitor and audit physical inventory counts and preparation of inventory reconciliation.
  - Monitor and adjust inventory reserves as needed.
  - Create efficiencies related to financial management of inventory.
  - Verifying accurate costing of inventory.
  - Prepare quarter end/year end audit schedules relating to inventory management and assist the auditors in their inquiries.
  - Maintain and monitor a SOX compliant system of controls and procedures for financial management of inventory.
  - Special projects as required.
  - Assist the Controller in managing other key accounting functions as needed.
- Perform duties related to fixed assets including:
  - Recording of fixed asset acquisitions, dispositions, and transfers in the accounting system.
  - Preparation of month-end fixed assets analysis and lead fixed asset month-end review meeting with senior management.
  - Investigate the potential obsolescence of fixed assets.
  - Conduct periodic physical inventory counts of fixed assets.
  - Recommend to Controller any updates to accounting policies related to fixed assets.
  - Conduct analyses related to fixed assets as requested by Controller.
  - Prepare quarter end/year end audit schedules relating to fixed assets and assist the auditors in their inquiries.
  - Maintain and monitor a SOX compliant system of controls and procedures for financial management of fixed assets.
  - Special projects as required.

### SKILLS/QUALIFICATIONS/COMPETENCIES:

- Expertise with QuickBooks and Excel.
- Experience with other GL and ERP systems a plus.
- Proven track record of success managing inventory and fixed assets in collaboration with other departments.
- Strong communication, teamwork and interpersonal skills.
- Strong project management and leadership skills.
- Current knowledge of GAAP.

**EDUCATION REQUIREMENTS:**

- Bachelor's Degree in Accounting or Finance.

**EXPERIENCE REQUIREMENTS:**

- Minimum of 8 years related inventory accounting experience; 10+ years preferred
- Experience with medical device industry or manufacturing preferred.
- Minimum of 3 years related fixed assets experience.
- Previous experience leading projects and meetings with senior leadership
- Experience in a start-up company a plus.

**SALARY:** \$110,000 - \$120,000

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