



## **Accounting Assistant**

Dow Development Laboratories is a contract topical drug product development service provider, with facilities located in Petaluma, CA. We are currently seeking qualified individuals for a part-time (10 – 15 hours per week) temporary Accounting Assistant.

### Role Summary

- Journal entries for month-end activities
- Assist with client billing tasks
- Balance sheet account reconciliations (approximately thirteen accounts)
- Revenue and pass-through costs account reconciliations (approximately four accounts)

### Candidate Qualifications

- Minimum one or two years accounting experience or a degree in accounting.
- QuickBooks experience preferred
- Minimum one or two years' experience in balance sheet account reconciliations preferred (if candidate does not have a degree in accounting)
- Intermediate Microsoft Excel skills
- Good attention to detail
- Good communication skills
- Follows directions and procedures
- Excellent organizational, interpersonal, verbal and written communication skills are a must.
- This position requires a detail-oriented problem-solver who possesses a team-oriented flexible attitude and will be willing to assist as needed with all projects, including non-primary assignments.

This is a part-time temporary position offering a competitive salary in a friendly work environment. Salary and grade level will be commensurate with experience and education level.

To apply, please submit your cover letter and resume via email to Melissa Morelli, Human Resources Manager, at [mmorelli@symbioresearch.com](mailto:mmorelli@symbioresearch.com).

Dow Development Laboratories is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.