



Bioanalytical & Biomarker Services

Staff Accountant

KCAS Bioanalytical & Biomarker Services is seeking a Staff Accountant to assist with a variety of processes within the finance department of a growing organization in Shawnee, Kansas. KCAS is a contract research organization (CRO) providing bioanalytical & biomarker services to pharmaceutical clients in support of drug developments, preclinical and clinical studies.

This job ad is meant to provide a brief overview of the nature and level of work being performed and does not imply that these are the only duties to be performed.

Position Summary:

The Staff Accountant is responsible for assisting with a variety of processes within the accounting function, including assisting supervisor with revenue management, forecasting, and financial reporting.

Key Job Responsibilities:

Typical responsibilities of Staff Accountant may include, but are not limited to, the following:

- Assist with month-end reconciliation of GL and bank accounts.
- Assist Supervisor with revenue recognition.
- Along with Supervisor, audit and prepare financial statements.
- Along with Supervisor, perform general journal entries including allocations and accruals related to month-end closing.
- File sales and use tax with assistance from Accounts Payable.
- Assist with weekly forecasting.

Education and Experience:

Bachelor's degree in Accounting or related field.

5 years' experience.

Experience with contract accounting a plus.

Extensive experience with Microsoft Office Suite products.

Experience working in QuickBooks and/or Microsoft Dynamics, or other applicable accounting software.

Knowledge:

- Fixed Asset Tracking.
 - Account Reconciliation.
 - Financial Reporting.
 - Great attention to detail and problem-solving skills.
 - Effective verbal and written communication with all levels of personnel within the organization.
 - Ability to plan and organize independently on a daily, weekly, monthly basis.
 - Perform all aspects of job in a way that supports company brand and company mission, vision and values.
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