

Blacksburg Location  
2001 Kraft Drive  
Blacksburg, VA 24060



Radford Location  
20 Corporate Drive  
Radford, VA 24141

## **Job Title: Accounting Clerk**

### **Company Overview**

**TECHLAB®, Inc.** was founded in 1989 by scientists from the Virginia Tech Anaerobe Lab, one of the only three institutions in the world dedicated to the study of anaerobic organisms. In the late 1970's and early 1980's, research headed by Dr. Tracy Wilkins began on *Clostridium difficile* and its toxins.

Today the company is poised for high growth through private equity funding and develops, manufactures and distributes intestinal diagnostics worldwide retaining an emphasis on science and collaborations with universities. Products are focused in the areas of intestinal inflammation, antibiotic associated diarrhea and parasitology. Research continues on markers of intestinal inflammation, the toxins of *Clostridium difficile*, amebiasis and vaccine development. TECHLAB®, Inc. has ISO 13485 certification along with FDA registration. For more information, visit [www.techlab.com](http://www.techlab.com).

### **Job Summary**

The Accounting Clerk will provide accounting and clerical support to the accounting department. Responsibilities include processing business transactions, like accounts payable and receivable, disbursements, and receipts through the ERP system. The Accounting Clerk will report directly to the Senior Accountant and will work from the Blacksburg office.

### **Work Activities**

- Provide financial audit support as needed
- General ledger journal entry preparation and posting as requested by the Senior Accountant
- Accounts payable invoice reconciling, matching, and entry
- Follow up with vendors as necessary to receive required documents (i.e., late invoices, credit memos, tax exemption certificates)
- Receive appropriate approvals for all invoices per Company's SOP
- Perform credit checks as directed by the Senior Accountant
- Develop, implement, modify, and document record keeping and accounting systems, making use of current computer technology
- Type accurately, prepare and maintain accounting documents and records
- Daily enter key data of financial transactions in ERP system
- Research, track and restore accounting or documentation problems and discrepancies
- Function in accordance with established standards, procedures, and applicable laws
- Constantly update job knowledge
- Recommend, develop, or implement appropriate changes and make sure changes are entered in the accounting system correctly
- Assist Senior Accountant performing accounts receivable invoicing, posting, credit memos and inventory returns
- Perform general banking and deposit of physical checks
- Serve as Office Administrator when Office Administrator and Administrative Services Manager are out of the office
- Provide additional accounting and clerical support to the accounting department as needed

**Tools and Equipment Used**

Microsoft Excel  
Microsoft Word  
Sage ERP X3

**Job Context**

TechLab maintains a climate-controlled environment for the job of Accounting Clerk. A typical workweek is Monday through Friday 8:00 to 4:30 or 8:30 to 5:00. Overtime is occasionally necessary with or without advance notice

**Minimum Qualifications**

Associates Degree or equivalent OR High School Diploma or equivalent +1 year of relevant experience

**Preferred Qualifications**

Degree in relevant field

Familiarity with bookkeeping and basic accounting procedures

Hands-on experience with spreadsheets and financial reports

Accuracy and attention to detail

Aptitude for numbers

Data entry and word processing skills

Well organized