

Blacksburg Location
2001 Kraft Drive
Blacksburg, VA 24060



Radford Location
20 Corporate Drive
Radford, VA 24141

Assistant Controller

TechLab, Inc. develops, manufactures and distributes medical diagnostic tests. This company places emphasis on science and collaboration with Universities. We are looking to add an Assistant Controller to our team.

An employee in this position can expect to perform the following duties:

- 🕒 Oversee and Perform monthly closing processes
- 🕒 Perform monthly financial reporting
- 🕒 Identify short and long-term costs and capital expenditures
- 🕒 Oversee financial account administration including but not limited to: accounts receivable, accounts payable, inventory control, general accounting, and purchasing
- 🕒 Assist Corporate Controller in audit activities including annual financial audit, 401(k) audit, worker's comp audit, and other regulatory authorities
- 🕒 Assist Corporate Controller in preparation of financial reporting needs
- 🕒 Ensure all statutory regulations are met
- 🕒 Work on specific projects to improve the communication of finances throughout the organization
- 🕒 Discuss financial matters and provide analysis with different departments
- 🕒 Perform annual performance reviews for all direct reports
- 🕒 Prepare and file sales and use tax filings in accordance with state regulations
- 🕒 Assist with cost accounting
- 🕒 Other duties as assigned

TechLab offers a competitive salary with excellent benefits. This position requires candidates to possess a B.S. or B.A in Finance or Accounting +5 years of experience or M.S., M.A. or MBA. CPA or Public Accounting experience is preferred. Interested candidates should send a resume to careers@techlab.com, Blacksburg, Virginia 24060. EOE.