

**Accountant, Intermediate Level
(Full-time, Non-Exempt)**

Reports to: Chief Financial Officer

Location: Carmel, IN

Position Overview: Sword Diagnostics, Inc. is seeking an experienced accountant to take over the day-to-day financial management responsibilities of the organization. This individual will interact directly with the Chief Financial Officer and the CEO and will possess the ability and willingness to manage both the rudimentary tasks of bookkeeping and accounting and the more complicated tasks of financial management and analysis.

Job Responsibilities:

- Maintains financial records and ensures that financial transactions are properly recorded
- Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger
- Prepares balance sheets, profit and loss statements and other financial reports
- Analyzes current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses
- Processing and recording of bi-weekly payroll
- Manages the accounts payable and accounts receivable functions which include the proper categorization and recording of entries, the timely processing of all payables, the prompt delivery of all invoices to customers, and any collections follow-up if necessary
- Prepares and reports commissions due to sales employees for timely payment
- Manages the annual insurance renewal process for both general property and liability coverage and employment practices liability and director and officer liability coverage
- Coordinates with CPA firm to ensure the timely filing all federal and state income taxes
- Annual preparation, distribution and filing of 1099/1096 reports
- Ensures timely filing and payment of all corporate annual reports
- Ensures timely filing and payment of all required sales and use tax payments
- Manages patent renewal and annuity payments with input from senior executives
- Gain exposure to some of the complex tasks within the job function
- Occasionally directed in several aspects of the work
- Other duties and responsibilities as assigned

Ideal candidate will have:

- Bachelor degree in accounting
- 2 to 4 years of related experience

Please send a cover letter, resume, and salary requirements to hr@swordbio.com