

**Job Title:** Bookkeeper  
**Job Type:** Part time – 12 hours/week  
**Department:** Finance  
**Reports To: (title)** Sr. Accountant  
**Location:** San Diego, CA  
**FLSA Status:** Non- Exempt  
**Requisition Number:** 20170323

Located in San Diego, CA, Biomatrixa Inc. is a dynamic Biotechnology Company focused on Biostabilization. We develop technology to prevent degradation at ambient temperature of biological material, including assays, nucleic acids, proteins, bacteria, cells and patient samples. Biomatrixa uses a biomimicry approach to develop its core technology, based on extremophile biology. Biomatrixa's award winning technology is changing the world of life sciences and impacts a diverse range of disciplines including basic research, biobanking, forensics, molecular diagnostics and personalized medicine. We know that people are responsible for our success and we value our employees. Our commitment is to create a work environment where feeling valued, respected and empowered is a daily experience.

**Job Summary:**

To maintain the Quick Books (QB) records for Biomatrixa, Inc. Ensure all company's policy and procedures as they pertain to accounting are followed through in an ethical manner.

**Requirements:**

- Accounting background and working knowledge of basic accounting principles (i.e. expenses, depreciation and amortization schedules, payroll, etc.)
- Expert knowledge of QuickBooks software.

**Responsibilities:**

- A/R –A/P
- Bank deposits
- Bank Reconciliations
- Balance Sheet/Income Statement
- Light Collection

**Necessary skills and qualifications:**

- Ability to prioritize, organize and manage time wisely
- Excellent verbal and written communication skills
- Proficient in MS Word and Excel

**Additional Qualifications:**

- Positive and motivated self-starter
- Dependable, punctual, and reliable
- Ability to see the bigger picture
- Job Type: Part time 12 hours/week
- Required experience: Bookkeeping 1 year

**Required education:**

- Associate Degree

**Required experience:**

- QuickBooks: 1 year

Please email your resume to: [finance@biomatrixa.com](mailto:finance@biomatrixa.com) with the subject line "Bookkeeper position. (Please send attachments in MS Word or PDF format only with "your name-resume" and "your name-cover letter" as the document name).