



REF: ADM/0201-5
ISSUE: 3
REV: 5
DATE: 05/18/2023

JOB DESCRIPTION

The nature of **LIN-ZHI INTERNATIONAL**'s business dictates that personnel must remain flexible with the ability to accept responsibilities within their educational and training levels. These may be different from those stated on their "Terms of Employment."

JOB TITLE:

Accounting Associate

RESPONSIBLE TO:

Accounting Manager and General Manager

GENERAL DUTIES:

- Accounts Payable (A/P)
- Accounts Receivable (A/R)
- Cash Receipts (C/R)
- Purchasing support
- Maintenance of 1099 form information and database
- Customer Service Requests
- Shipping & Receiving Department Requests
- General office duties: filing, database management, and order entry
- Protects organization's value by keeping information confidential.
- * Additional duties may be added as the need arises.

SPECIFIC DUTIES:

- Process, record invoices, bills, and other transactions, including administering invoice approvals through DocHub.
- Monitor accounting@lin-zhi.com email daily.
- Assist in reconciling accounts (find missing invoices and records).
- Create estimates, invoice customers, and collect and record payments.
- Create hold list for customers with past due accounts.
- Maintain accounting database information for LZI customers and other business contacts.
- Communicate with customers regarding payment and pricing, including applying pricing updates.
- Coordinate with Purchasing, Shipping and Receiving, and other LZI departments as necessary to ensure payment, reconciliation, and verification of LZI bills, vendors, and supplies, as well as integration of accounting practices across all Departments.
- Collect and distribute daily mail and ensure backup mail collection when associate is unavailable.
- Keep up to date on all scanning and filing (both paper and electronic), including generating vendor invoices, sales packets, and LZI invoices.
- Assist on assigned accounting projects.
- * Additional duties may be added as the need arises.

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QUALIFICATION/EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Accounting or related field or equivalent work experience.
- Experience with Quickbooks.
- Basic knowledge of Accounting.
- Proficient in the use of the Internet/e-mail, Adobe Acrobat, Word, and Excel programs.
- High attention to detail.
- Ability to multi-task.
- Candidates should be organized.
- Candidates should have excellent skills in analysis, writing and communication.

Lin-Zhi International, Inc. is committed to building a diverse and inclusive work environment that reflects the society and communities in which we are located. We are committed to diversity and actively seek out applicants from groups facing systemic inequities in the biotech world.

Lin-Zhi International, Inc. is an equal opportunity employer. We enthusiastically welcome and accept our responsibility to make employment decisions without regard to race, gender, sex, sexual orientation, gender identity, age, religious creed, color, national origin, religion, marital status, medical condition as defined under State law, disability, genetic information, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances.