

LIN-ZHI INTERNATIONAL, INC.
STANDARD OPERATING PROCEDURE

REF: ADM/0208-10
ISSUE: 3
REV: 7
DATE: 10/10/2025

JOB DESCRIPTION

Lin-Zhi International, Inc.[™] (LZI) was founded in 1998 by Dr. Cheng-I Lin and Dr. Marie Lin in California. LZI focuses on producing innovative and high-quality homogeneous enzyme immunoassay (EIA) and enzymatic assay reagents for the clinical diagnostic industry. As both a cutting-edge biotech company and a small business, LZI seeks employees who will thrive in a small-business setting: self-driven, hard-working, and flexible individuals.

The nature of ***Lin-Zhi International's*** business dictates that personnel must remain flexible and have 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 Manager

RESPONSIBLE TO:

President/CEO and General Manager

GENERAL DUTIES:

- Responsible for monthly, quarterly, and year-end financial closings
- Establishes internal controls and guidelines for accounting transactions
- Identify and implement accounting- and finance- related improvements in the department and company-wide
- Responsible for establishing and documenting financial policies, standard operating procedures, controls, accounting and financial processes, internal controls and guidelines for accounting transactions, and reporting systems
- Ensuring all financial systems and records are correct and fit for purposes
- Responsible for tax planning, preparing all tax matters, and coordinating with auditors and external advisers for annual income tax filings
- Managing and developing budgeting and forecasting for departmental purchases and annual compensation
- Staff supervision, evaluation, training, and mentoring
- Monitoring, analyzing, and reviewing accounting data such as account reconciliation & journal entries in order to produce financial reports that are in compliance with GAAP
- Develop and maintain a fixed assets roll-forward schedule, ensuring accurate reconciliation of fixed asset additions and disposals, along with the calculation of monthly depreciation
- Enhance the inventory management process to track fluctuations in inventory balances every month effectively
- Possess a solid understanding of both accounts payable and accounts receivable
- Provide support and analysis regarding pricing and sales

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- Responsible for monthly and other periodic presentations including budget preparations, financial analysis, financial strategy recommendations, and supervisory updates for Upper Management and other relevant Managers
 - Demonstrate a clear grasp of the relationship and flow between the Balance Sheet, Income Statement, and Cash Flow Statement in the general ledger
 - Have a keen awareness of inherent risks and risk management practices related to the accounting process
 - Exhibit a working knowledge of payroll procedures and understand fundamental payroll laws and regulations
 - Ensure compliance with local, state, and federal government requirements
 - Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit
 - Training and assisting Management to better understand and interpret financials
 - Coordinate with other Departments company-wide to provide relevant financial information and reports, including Regulatory, Shipping, Production, and QC; oversee Accounting's work with other Departments in providing relevant, accurate, and organized financial information
 - Collaborate with Purchasing Department to provide analysis and financial reporting and data, as well as occasionally guide and supervise Purchasing Department on specific projects and in the absence of the Purchasing Manager
 - Miscellaneous duties as assigned
- * Additional duties may be added as the need arises

QUALIFICATION & EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Accounting
- Master's Degree or CPA (licensed in CA) preferred
- Public Accounting experience preferred
- 8+ years of relevant accounting experience
- 3+ years of experience in supervisory or management role
- Skills:
 - Mastery of accounting regulations and rules
 - Software: QuickBooks, MS Excel, MS Word, Adobe Acrobat, Various Tax Software, Google Suites
 - Ability to master new software
 - Excellent writing and oral communication
 - Ability to direct & supervise
 - High attention to detail & accuracy



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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.