



Job Title – Staff / Senior Accountant

Location: San Diego

Mission Statement:

LENZ Therapeutics is a pre-commercial company focused on the development and commercialization of the first and only aceclidine-based eye drop to improve near vision in people with presbyopia proudly based in San Diego. LENZ employees are united in a mission to improve and sustain vision. We are passionate and creative about applying scientific innovation to meet the needs of the millions of people worldwide who suffer from presbyopia and other ophthalmic maladies.

We are committed to providing an engaging, rewarding work experience that reflects the passion our employees bring to our mission to improve and sustain vision. Our company fosters a diverse and inclusive culture where our employees are encouraged to learn, grow, and innovate while making a meaningful difference for millions of people around the world.

LENZ provides equal employment opportunities to all employees and applicants.

Overall Purpose:

We are seeking a detail-oriented accounting professional who can evolve with the role in a stage of rapid growth for the Company. This role will report initially to the VP of Finance and will support the entire accounting and finance team in key areas including all procure-to-pay processes, accounts receivable, the financial statement close process and related account reconciliations, and support internal and external financial reporting. This role will interact with external auditors and other internal and external stakeholders. The candidate should have a foundational knowledge of Generally Accepted Accounting Principles (GAAP), operate with a strong attention to detail, have the ability to multi-task and prioritize duties to meet deadlines.

Key Responsibilities of the Role:

- Prepares monthly journal entries and balance sheet account reconciliations timely and accurately, primarily relating to contract and consultant accruals. Includes obtaining confirmations from outside vendors and meeting with internal contract leads to assess status of services completed.
- Receive, process, and reconcile bank and vendor statements
- Analyzes variances and ensures proper month-end cutoff.
- Assesses completeness of contracts considered within accounting on a quarterly basis via confirmations from contract owners.
- Assists with procure to pay process: Creates, validates and maintains vendors within the accounting systems and assists with purchase order creation.
- Prepare weekly and off-cycle check runs
- Review and process expense reports through Concur Travel & Expense
- Prepares detailed schedules and support as requested by outside auditors in conjunction with quarterly and annual financial reviews and audits.
- Identifies process improvements and automation of activities.



- Manage the 1099 year-end reporting process
- Completes special projects as required and assigned.
- Maintains the integrity of financial systems.
- Ensures accuracy and compliance with US GAAP, SOX, and company policies and procedures.
- Primarily responsible for the management of the accounts payable function

Qualification Requirements:

- Must reside in San Diego
- 7+ years of relevant work experience, including accounts payable, accounts receivable and purchasing
- Understanding of GAAP accounting principles
- Strong MS Excel skills
- Excellent verbal, written, and communication skills
- Ability to work independently and as part of a team
- Must be familiar with operating in a SOX-compliant internal control environment
- Takes initiative and has strong problem-solving skills
- Four-year accounting or business degree preferred
- NetSuite and Concur experience preferred

Physical Demands and Work Environment

Typically works in an office environment. May, continuously, sit at a desk for a long period, intermittently answer the telephone, and write or use a keyboard to communicate through written means. Some walking and lifting up to 20 lbs. may be required. The noise level in the work environment is moderate. Must be flexible to work varying schedules and hours as needed. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Salary Range:
\$110k - 125k DOE