



Staff Accountant

Company Description

CareDx, Inc., headquartered in Brisbane, California, is a global molecular diagnostics company focused on the discovery, development and commercialization of clinically differentiated, high-value diagnostic solutions for transplant patients. CareDx offers AlloMap[®], a gene expression test that aids clinicians in identifying heart transplant patients with stable graft function who have a low probability of moderate to severe acute cellular rejection. CareDx is developing additional products for transplant monitoring using a variety of technologies, including AlloSure[®], a proprietary next-generation sequencing-based test to detect donor-derived cell-free DNA after transplantation.

CareDx, with its presence through Olerup, also develops, manufactures, markets and sells high quality products that increase the chance of successful transplants by facilitating a better match between a donor and a recipient of stem cells and organs. Olerup SSP[®] is a set of HLA typing used prior to hematopoietic stem cell/bone marrow transplantation and organ transplantation. XM-ONE[®] is the first standardized test that quickly identifies a patient's antigens against HLA Class I, Class II or antibodies against a donor's endothelium. For more information, please visit: www.CareDx.com.

Responsibilities include, but not necessarily limited to:

General Ledger:

- Managing general ledger accounting, journal entries, month-end close, reconciliations, financial statements, and variance analyses
- Identifying and implementing process improvements and system enhancements
- Understand and apply both generally accepted accounting principles (GAAP) and company accounting policies and procedures.
- Assist in the execution of the month-end close, account reconciliations, and journal entries by deadlines.
- Assist with year-end audits.
- Assist with the maintenance of vendor master files.
- Create / run reports as needed.
- Initiate recommendations for improvement and efficiencies.
- Assist with ad hoc accounting projects as needed
- Supporting all or some of the following functions: payroll, inventory accounting, accounts receivable, accounts payable, and fixed assets.
- Preparing and analyzing monthly and quarterly reports as required

Payroll:

- Process semi-monthly payroll in Trinet for ~125 employees.
- Work closely with HR team to obtain and track payroll data including salary adjustments, special payments, new hires and terminations.
- Assist HR team with on-boarding and off-boarding of employees.
- Set up State Tax ID and Unemployment ID number for new states.
- Record payroll journal entries into NetSuite timely.
- Perform payroll analysis as required.
- Research and promptly resolve employee issues, requests and inquiries with regards to payroll, benefits and expense reports.
- Active participation with payroll policy development and documentation.
- Exercise high degree of confidentiality relative to all payroll information and employee privacy initiatives.
- Assist with ad hoc payroll projects as needed.

Desired Skills and Experience:

- 4+ years of progressive experience in accounting or finance handling the general ledger, month-end close, reconciliations, payroll, fixed assets, inventory and variance analyses
- Knowledge of Netsuite and Tri Net is a plus
- Practical experience with local, state and federal government laws for payroll
- Excellent verbal and written communication skills
- Detail Oriented and organized
- Fun personality, ability to work with a very engaged Finance & Administration team
- Bachelor's degree in Accounting or Finance

Additional Information

Benefits & Perks: We provide Medical, Dental, Vision and Life Insurance, Flexible Spending and Dependent Care, Commuter Accounts, 401(k), 3 weeks of vacation, 5 days sick leave, 1 personal floating holiday, 9 paid holidays, gym reimbursement, yoga onsite, ping pong, foosball, BBQ's, social hours, and more!

CareDx, Inc. is an Equal Opportunity Employer.

Please send cover letter and resume to: HR@CareDx.com

Staffing Agencies and Recruiters

We appreciate your interest in CareDx, Inc. To develop a working relationship with us, we ask that you please contact our Human Resources Dept. at HR@CareDx.com.

All employment openings are managed through our Human Resources Dept. The CareDx, Inc. hiring managers and employees will not accept unsolicited resumes from any source. Submission of unsolicited

resumes in advance of an agreement between the Human Resources Dept. and the recruiter does not create any implied obligation on the part of CareDx, Inc.

Therefore, we request that recruiters do not contact employees directly in an attempt to present candidates We thank you in advance for your cooperation, and look forward to possible job search collaboration in the future!