

Har-T-Ex Inc.

The Shield of Medical Tech



Job Description for:

Senior Staff Accountant / Grant & Inventory Specialist

Company:	Har-T-Ex Inc.
Location:	Morgantown, Monongalia County, West Virginia (On-site / Hybrid)
Department:	Corporate Finance & Accounting
Employment Type:	Full-Time Exempt
Compensation:	\$75,000 – \$95,000 / year (Commensurate with experience) + Comprehensive Benefits

1. About Har-T-Ex Inc.

Har-T-Ex Inc. (“The Shield of Medical Tech”) is a pioneer in smart medical technology, dedicated to redefining critical care through advanced mechanical, optical, and digital health engineering. Har-T-Ex is operating from the primary corporate headquarters, R&D laboratories, and cleanroom manufacturing hub in Morgantown, West Virginia.

2. Position Overview

Har-T-Ex Inc. is seeking a highly analytical, detail-oriented, and structured Senior Staff Accountant / Grant & Inventory Specialist to lead core financial operations at our Morgantown facility. Reporting directly to the Chief Financial Officer (CFO), this critical role will manage daily corporate accounting, grant financial compliance, medical device inventory/cost accounting (ISO 13485 standards), monthly close procedures, and regulatory auditing.

The ideal candidate brings strong expertise in non-dilutive grant tracking, federal/state capital compliance, GAAP accounting for medical device or precision manufacturing, and corporate budgeting.

3. Core Responsibilities & Key Deliverables

- **Grant Financial Management & Compliance:** Directly track and manage the accounting, drawdown procedures, and financial reporting for \$15M+ in non-dilutive state/federal grant allocations. Ensure strict compliance with grant operational agreements, state auditing guidelines, and milestone-based expenditure tracking.
- **Cost Accounting & Inventory Management:** Establish and maintain standard cost accounting for medical device hardware, raw biopolymers, micro-camera optics, and cleanroom assembly operations. Monitor inventory valuations, work-in-progress (WIP), scrap rates, and bill of materials (BOM) in compliance with ISO 13485 quality standards.
- **General Ledger & Financial Reporting:** Manage full-cycle month-end and year-end financial close procedures. Prepare accurate GAAP-compliant financial statements (Balance Sheet, Income Statement, Cash Flow) and executive management dashboard summaries.
- **Accounts Payable & Accounts Receivable:** Oversee vendor invoice approvals, cleanroom equipment procurement tracking, purchase orders (POs), local vendor payments, and clinical trial expenditure disbursements at affiliated research partners.
- **Payroll & Capital Expenditure (CapEx):** Maintain payroll journal integration, employee wage/benefits tracking (incorporating local-first workforce hiring programs), and fixed asset depreciation accounting for specialized ISO 7/8 cleanroom machinery and testing equipment.
- **Audit Coordination & Tax Compliance:** Serve as the primary internal contact for annual third-party independent financial audits, grant compliance audits, and state/federal tax filings (WV tax credits, sales/equipment tax exemptions).

4. Candidate Qualifications & Requirements

- **Education:** Bachelor's Degree in Accounting, Finance, or Business Administration with an accounting emphasis (Master's or CPA candidate preferred).
- **Professional Experience:** 3–7 years of progressive accounting experience in a manufacturing, medical device, life sciences, or high-tech cleanroom environment.
- **Grant Accounting Expertise:** Demonstrated experience managing grant funding allocations, federal/state compliance, or sponsored project accounting.
- **Cost Accounting Proficiency:** Proven track record with inventory valuation, BOM structures, standard cost variance analysis, and CapEx equipment tracking.
- **Software & Technical Proficiency:** Advanced proficiency in ERP/Accounting software (QuickBooks Online Advanced, NetSuite, SAP, or similar) and advanced Excel capabilities (VLOOKUP/XLOOKUP, Pivot Tables, SUMIFS, Financial Modeling).
- **Regulatory Awareness:** Familiarity with ISO 13485, FDA 21 CFR Part 820 financial compliance touchpoints, and state corporate tax structures (specifically West Virginia incentive credits).

- **Soft Skills:** Uncompromising ethical standards, exceptional analytical rigor, proactive problem-solving, and ability to communicate effectively with executive leadership.

5. Compensation, Benefits & Working Environment

- **Competitive Salary:** \$75,000 – \$95,000 annual base salary depending on qualifications and direct industry experience.
- **Comprehensive Healthcare:** Full medical, dental, and vision insurance coverage options for employees and dependents.
- **Retirement Plan:** 401(k) retirement savings plan with competitive company matching.
- **Paid Time Off (PTO):** Generous PTO allowance, paid company holidays, and personal health days.
- **Professional Development:** Sponsorship for professional certifications (CPA, CMA), continuing education, and industry workshops.
- **Location Advantage:** Based in Morgantown, WV—offering an exceptional quality of life, top-ranked school districts, affordable cost of living, and proximity to WVU's academic and research hub.

6. Application Process

Interested candidates should submit a comprehensive resume/CV along with a detailed cover letter highlighting relevant experience in grant accounting, cost accounting, or manufacturing finance.

Send application materials directly to the Recruiting Committee at:

info@hartex.tech

with the subject line: 'Application: Senior Staff Accountant - [Your Full Name]'.

Har-T-Ex Inc. is an Equal Opportunity Employer (EOE). We enforce a Local First Hiring Policy committed to strengthening the regional economy and technical workforce of West Virginia.