



**Job Title: Accounting Manager**

**Position Summary:**

We are seeking a hands-on Accounting Manager to lead the day-to-day accounting function for our organization. This position will report to and work closely the Vice President, Finance and Corporate Controller, while also working with the other members of the company's small accounting and finance staff, including the Associate Director of SEC Reporting and Accounting and the CFO. This motivated, hands-on individual with requisite accounting and finance skills will function as a key leader within a small finance department with a great opportunity to help build our team and refine our processes

The successful candidate is a very detailed, motivated, self-starter who is task oriented, able to juggle several projects simultaneously, and always looking for ways to streamline processes and reduce errors. Key attributes for success in this role are the ability to work independently with limited daily supervision. As a critical part of your service delivery, you work hard and take pride in helping the company and your team win. You are always looking to build repeatable processes and eliminate data errors, yet you are creative and adaptable in your approach

This position may work remote, in-office or hybrid based on candidate's preference. Finance and accounting staff is 100% remote.

**Responsibilities:**

- Ownership of the quarter-end close process
- Manage and execute day-to-day payables and accounting operations
- Prepare journal entries and balance sheet reconciliations
- Maintain purchase requisition log and files
- Response to vendor inquiries
- Lead accounting liaison for clinical operations and drug manufacturing departments including preparation of clinical trial and drug manufacturing accruals
- Assist in documentation and monitoring of internal controls
- Audit support
- Other projects as assigned

**Qualifications:**

- Bachelor's degree in accounting
- A minimum of five years of corporate accounting experience
- Biotech experience is highly preferred
- Experience with Sage Intacct, NetSuite or similar system a plus
- Ability to comfortably work in a remote, or hybrid, work arrangement.