

Job Description

1 Position in the Organization	
Job Title:	Senior Accountant
Department:	Finance
Manager Job Title:	Senior Director, Finance & Accounting
GxP Functions:	<input checked="" type="checkbox"/> None <input type="checkbox"/> All GxP <input type="checkbox"/> GLP <input type="checkbox"/> GCLP <input type="checkbox"/> GCP <input type="checkbox"/> GPvP <input type="checkbox"/> GMP <input type="checkbox"/> GDP
Location:	King of Prussia, PA

2 Description
The Senior Accountant will focus on the preparation of financial statements, reconciliations, financial analysis, month-end closing, and payroll for the US business in compliance with laws and regulations. The person assigned to this role must be able to work in a fast paced but collegial environment of a small public company.

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| 3 Duties and Responsibilities |
| <ul style="list-style-type: none"> • Preparation of financial statements including review for completeness and accuracy. • Responsible for month-end close (accruals, journal entries, reconciliations, etc) to ensure accurate reporting and ledger maintenance. • Prepare intercompany invoices. • Serve as backfill for processing & payment of invoices. • Maintain general ledger and trial balance. • Maintain asset/depreciation schedule. • Participate in accounting system (NetSuite) maintenance & upgrades. • Assist with audit support by preparing documentation for external auditors. • Assist with documenting procedures and processes, internal controls (Sarbanes-Oxley). • Process monthly sales and use tax filings, 1099's, etc. • Ensure compliance and proper accounting procedures. • Serve as key contact with 3rd party banking institutions. • Maintain payroll system and processing of payroll and payroll reporting. • Administer stock options, RSU, ESPP and other Share-based payment platforms for US participants. • Ensure 401(k) and healthcare accounts are properly funded in accordance with funding transfer between payroll and the plans. • Benefit plan invoice reconciliation, reporting for State unemployment, and employment verifications. • Other special projects, ad-hoc duties as needed. |

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| 4 Qualifications and Skills |
| <ul style="list-style-type: none"> • Bachelor's Degree in Accounting/Business required • Minimum four years of accounting experience required, preferably in public accounting. • Experience in life sciences, biotechnology or pharmaceutical industries a plus. |

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- Certified Public Accountant (CPA) preferred. Or in the process of obtaining.
- Demonstrated knowledge and understanding of US GAAP.
- Demonstrated experience with Sarbanes-Oxley 404.
- Experience with federal, state and local tax regulations.
- Experience with finance, expense, payroll, 401(k), and equity applications and platforms a plus.

5 Competencies

- **Customer-centric mindset.** Ability to address issues, communicate, and develop programs, and take on other tasks as assigned with a customer/patient focus based on a foundation of ethics, integrity, and quality
- **Results-driven individual** with strong levels of perseverance, resilience, and resourcefulness; works toward both individual and team goals. Demonstrates personal initiative/self-leadership, self-motivation, and the ability to be involved at various levels and willingness to “roll up sleeves” to drive results and outcomes. Ability to adapt quickly and act with urgency, welcoming change, with minimal direction
- **Continuous learner** showing a desire to solve complex business problems and provides innovative, value added solutions, while following standard policies and procedures
- **Superior organizational/project management skills.** Demonstrated ability to manage multiple assignments/projects, strict timelines, and to identify project interdependencies, resource needs, potential risks/pitfalls, and mitigation plans. Focus on attention to detail and accuracy in work
- **Highly collaborative workstyle;** with an ability to see the “big picture” and influence others across businesses, functions, geographies, and levels, motivated by collective success.
- **Communicate with clarity both written and verbal;** be clear, concise, detailed, and actionable. Seeks and provides meaningful feedback. Trusted advisor.