



## **Accountant**

***Position Code: 22053-18B***

### **Summary Description**

The Accountant will be responsible for performing general bookkeeping, maintaining financial reports, and supporting the finance department on a wide range of task. A strong work ethic, attention to detail, and demonstrated knowledge of technical and operational accounting and finance functions are a must.

### **Key Responsibilities**

- Accounts Payable Support
- Treasury Management
- Supports Month-end close activities
- Assists Finance Team as necessary
- Assists in audit preparation and requests
- Report Writing
- Large Data Analytics
- Other responsibilities as assigned

### **Experience & Education**

- Bachelor's Degree in Accounting or related field is preferred
- Experience working in a biotech, pharmaceutical or clinical organization a plus
- Proficient with Microsoft Office (Outlook, Word, Excel and PowerPoint)
- Proficient in Net Suite a plus
- Must be able to work in a collaborative team environment
- Ability to see "the big picture" while staying aligned with company vision
- Ability to thrive in a fast-paced, constantly evolving environment
- Confident, intelligent, and dedicated individual who is focused on making improvements and reaching out for new solutions
- Proactive – you take the initiative to ask, learn, and make things happen
- Ability to handle multiple requests, prioritize, and respond quickly and efficiently
- Frequent and concise communicator cross functionally and at all levels within the company; and
- Ability to interact with and foster strong relationships with colleagues across the company