



## **Senior Accountant**

***Position Code: 220530 18B***

### **Summary Description**

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

### **Key Responsibilities**

- Prepare supporting schedules for specific general ledger accounts
- Analyze and reconcile account balances for month-end close
- Prepare weekly/monthly journal entries, account reconciliations, including Fixed Assets, prepaid expenses and accruals
- Ensure an accurate and timely monthly close
- Research and resolve issues as it relates to PO's or contracts.
- Back-up support for check runs and ACH/Wire processing weekly
- Cross train on other areas in Accounting
- Assist in the preparation of quarterly and annual audits
- Support SOX compliance process.
- Support special projects as needed and assist other team members as request Assist in reviewing schedules and suggest ways to improve efficiency in preparing such schedules
- Support quarter and year-end close process
- Ensure compliance with US GAAP
- Excellent verbal, written communication and interpersonal skills
- Proactive problem-solving skills

### **Experience & Education**

- Bachelor's Degree in Accounting or related field is preferred
- 3-5 years of accounting experience with at least 3-5 years or more experience in processing Accounts Payable (including expense reports), Finance (issuing reports on statistics), and General Ledger (journal entries, reconciliations, problem research & resolution)
- Experience working in a biotech, pharmaceutical or clinical organization and 2-4 years of public accounting experience is a plus
- Solid understanding of US GAAP
- Working knowledge of NetSuite or other higher tier accounting system preferred
- Proficient in Microsoft Office Suite including a high degree of proficiency in Excel
- Must be able to work in a collaborative team environment
- Ability to thrive in a fast-paced, constantly evolving environment and 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

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