



Senior Accountant

Position Summary:

Reporting to the Vice President of Corporate Development, the Senior Accountant is responsible for working with internal and external team members to produce accurate and timely financial reports and provide critical information for running operations. Primarily responsible for budgeting, full cycle accounts payables and receivables, account reconciliations, analyzing general ledger and providing other financial analysis.

Key Responsibilities:

- Manage the timely completion of month end close process
- Prepare monthly journal entries and balance sheet account reconciliations timely and accurately, includes tracking, analyzing variance and ensuring proper month-end cutoff
- Manage fixed assets and depreciation schedules
- Prepare month-end accruals and other recurring journal entries, including accrual entries for clinical and research activities.
- Prepare bank reconciliations and related journal entries
- Manage Accounts Payable, Payroll and related balance sheet reconciliations
- Responsible for filing business property tax statements and sales/use tax returns
- Apply principles of accounting and maintain financial records in compliance with US GAAP, Company policies, and internal controls
- Special projects and other duties as assigned

Responsibilities:

- Manage financial and accounting policies, GAAP compliance, procedures and internal controls.
- Manage a timely monthly close process and prepare and issue the company's monthly, and annual financial statements and financial analyses.
- Work with and manage any external accounting support members/agencies/consultants on AP, AR, purchasing functions
- Analyze operations, trends, costs, revenues, financial commitments, and obligations incurred, to project future revenues and expenses for forecasting and revenue/expense modeling.
- Manage annual, quarterly, and monthly budgeting and review process for all facets of company financials.
- Oversee regulatory reporting and filings as required.
- Other duties as assigned

Qualifications & Skills:

- BS in accounting or related field is required
- CPA designation preferred
- Strong computer skills, including QuickBooks, GP Dynamics, NetSuite, MS Word, Excel, PowerPoint and data analysis software
- 3-5 years of relevant work experience, especially in general ledger capacity
- Experience with venture backed company in rapid growth environment is preferred
- Specific experience in project management activities such as budget, risk, and timeline management are a plus
- Excellent attention to detail and the ability to perform functions with high level of accuracy with minimum supervision

Why Join Onchilles?

This is the opportunity to jump into a leadership role and be part of a winning team. We offer excellent starting salaries and are dedicated to building a team of smart, enthusiastic, creative and self-motivated people passionate about science and curing cancer in a start-up environment. We offer the benefits of large companies. Our employees and their dependents are eligible for medical, dental, vision, life and LTD insurance with a 90% - 100% company contribution to all premiums. We provide a 4% automatic match to 401(k) retirement savings and a generous amount of time off through our vacation, paid holiday, sick and floating time off programs – starting at 40+ days of paid time off. Our employees also enjoy many other company perks, like free gym membership, monthly events, supplemental benefits and cost-free work-life balance programs. We work at the state of the art, LEED-Gold Certified, GradLabs space with a new laboratory, training rooms, and Cafe and lounge areas.

Onchilles is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for our employees. Onchilles is committed to providing a work environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to any characteristic protected by law. We seek to recruit, develop and retain the most talented people with diverse backgrounds.