



*Position Title: Senior Accountant/Manager, Accounting*

*Department: Corporate Finance/Accounting*

*Reports To (title): Senior Manager, Technical Accounting and Reporting*

*Location: Boston, MA*

*Date: 11/20/17*

Exempt     Non-Exempt

*Summary of Position:*

The Senior Accountant/Manager, Accounting will prepare and maintain accounting records which may include general accounting or budget data as well as examine, analyze and interpret accounting records for the purpose of giving advice or preparing statements. The ideal candidate is an enthusiastic team-player who has a solid technical accounting background and seeks an opportunity to work in a publicly-held development-stage biopharmaceutical company.

*Position Responsibilities:*

- Execute the month-end close process by posting general ledger journal entries, reconcile select balance sheet and P&L accounts, and perform monthly analytical reviews.
- Assist in accounting related to administration of Company equity programs.
- Assist in the preparation of all SEC filings including, 10-K, 10-Q, 8-K, etc., including financial statements, footnotes, disclosures and supporting documents.
- Contribute to the development and maintenance of an effective system of internal controls and compliance with Section 404 of the Sarbanes-Oxley Act.
- Work with members of the accounting team and external auditors to ensure a clean and timely year-end audit and quarterly reviews.
- Assist with ad hoc projects and initiatives (e.g., system upgrades, process improvements).

*Candidate Requirements:*

- Bachelor's degree in accounting and or finance, CPA required.
- 3-5 years of related accounting experience, including time at public accounting firm.
- Technical accounting skills and strong knowledge of US GAAP, SOX and financial reporting.
- Prior experience working with tight deadlines and demonstrated responsibility for accuracy and timeliness for work performed.
- Proficient computer skills; extensive knowledge of Microsoft Excel.
- Self-starter/proactive and willingness to take on and learn new skills.
- Ability to build consensus and work well with a small finance team.

*Additional Information:*

- Technology needs: Microsoft Office
- Travel requirements (%): 10%, as needed.