



JOB DESCRIPTION

Job Title: Senior Accountant

Reports to: Controller

Department: Accounting

FLSA Status: Exempt

SUMMARY OF ESSENTIAL FUNCTIONS:

Support the monthly close and related accounting processes. Assist with internal control processes and enhancements. Collaborate effectively with people in all departments and at all levels within the organization.

SPECIFIC DUTIES, ACTIVITIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Support the monthly close process by preparing journal entries and account reconciliations.
- Manage monthly bank reconciliations, including international accounts, as necessary.
- Manage accrued expenses; including significant clinical accruals.
- Support financial statement audits and reviews; prepare schedules and workpapers.
- Assist with annual budgeting process and forecast updates.
- Prepare insurance schedules for annual renewals.
- Perform royalty analysis, as necessary.
- Prepare quarterly sales tax filings and annual 1099s.
- Backup for accounts payable, as necessary.
- Support Accounting Manager, Controller and CFO, as applicable, with other duties as needed.

POSITION REQUIREMENTS:

Education and Experience:

- Minimum five years accounting work experience.
- Bachelor's degree in accounting preferred.
- Sarbanes Oxley compliance and public company experience; clinical trial experience a plus.
- Solid GAAP knowledge.

Knowledge and Skills:

- Hands-on approach and "can do" attitude.
- Intermediate to advanced Excel and Word skills; proficient with other Microsoft Office programs.
- Experience using accounting software (NetSuite or Oracle experience desired).
- Detail orientation with a focus on accuracy.
- Strong multitasking and time management skills.
- Superior verbal and written communications skills.

WORK ENVIRONMENT:

