

Job Title: TBD - Manager of Accounting/Sr Accounting Manager

Reporting to: Consulting CFO

Job description:

The role requires a highly motivated individual experienced in accounting and controls ideally in the early stage/start-up environment. This person will be responsible for all aspects of the accounting operations of the company including general ledger management and the production of monthly/quarterly/annual financial reports, accounts payable, payroll, maintenance of an adequate system of accounting records, corporate controls, support for annual audits and assist with budgeting.

Responsibilities will include (but are not limited to):

Accounts Payable – Vendor management, establish credit lines, confirm receipt of items, input invoices to QuickBooks, prepare vendor payments. Support team to negotiate discounts and payment terms.

Payroll & 401K– Semi-monthly payroll processing. Input all employee changes, pay expense reports, calculate all changes and support employees as needed. Monitor 401K plan, administer employee initiated changes as required, complete compliance testing and oversee filing of Form 5500.

Banking –Cash management, reconciliation of activity and credit card accounts

Closing – Reconciliations of balance sheet accounts and related entries including depreciation, stock compensation and allocation of shared costs.

Reporting – Prepare internal monthly reporting and quarterly investment reporting.

Budgeting – Utilize QuickBooks for budget reporting and prepare monthly reports and analysis.

Fixed Assets – maintain fixed asset ledger

Insurance renewals support for employee benefits, property, management liability, worker’s comp and related audit

Manage financial audit team when engaged.

Taxes – Prepare Delaware Franchise annual filing, financial reporting and tax preparation tax workbook, R&D tax credit calculation and support, and prepare 1099-MISC/1096 and Form 3921 (stock option exercise) as required.

Minimum requirements:

- B.S./M.S. in Accounting, minimum of 5 years experience
- Strong combination of financial, operational and analytical skills
- Strong oral and written communications and the ability to build productive working relationships with various levels, functions and teams