



Senior Accountant / Cost Accountant

About MaxCyte:

MaxCyte is a leading provider of cell-engineering platform technologies to advance innovative cell-based research, development, and commercialization of next-generation cell therapies. The company's existing customer base ranges from large biopharmaceutical companies — including 20 of the top 25 pharmaceutical companies based on 2020 global revenue — to hundreds of biotechnology companies and academic translational research centers. MaxCyte has granted 14 strategic platform licenses to commercial cell therapy developers that allow for more than 75 clinical programs. Founded in 1998, MaxCyte is headquartered in Gaithersburg, Maryland, US.

Job Summary:

The Senior Accountant is responsible for managing all phases of cost accounting to provide accurate information for financial reporting and to support the Company's manufacturing and operations processes. This position plays a key role in the month-end close process and is responsible for financial analysis, reporting, review of inventory, cost processes and journal entries. This position will need to analyze inventory activity as well as recommend and, implement process and system improvements in a SOX environment. In addition, the position will also reconcile account balances, maintain general ledger accounting including, but not limited to: inventory, cost of goods sold, and accrued expenses. This position will work on various accounting projects and assist with quarterly and annual financial auditor requests and reporting.

Job Duties:

Cost Accounting

- Manage all cost accounting functions, analysis and reporting, coordinate month-end inventory costing, valuation, and timely cycle counting.
- Ensure inventory and cost accounting and transactional compliance with Company defined SOX internal control standards.

- Provide effective analysis and understanding of COGS actual results, budget development and variance reporting to senior management by developing insightful reporting.
- Present and assist management in understanding P/L, segment performance, cost drivers and cost forecasts.
- Review of month-end cost accounting journal entries and closing activities for cost and inventory accounts.
- Implement and maintain a review of cost systems, including bill of materials, labor, overhead, etc.
- Maintain COGS functions including inventory transactions, gross margin analysis, and variances.
- Prepare cost and inventory KPIs as well as review and monitor SOX inventory internal control standards.

General Accounting

- Maintains accrual accounting, including (but not limited to) preparing journal entries, reviewing monthly activity and reconciles general ledger accounts.
- Maintain a software system for full consigned inventory and instruments management, including monthly financial reporting for costs and movements.
- Assist with implementation and monitoring of a purchase order process within accounting software
- Work with departments and vendors to track, monitor and review month end accruals.
- Assists in developing policies and processes that will streamline accounting and financial reporting and ensure that processes and procedures are appropriately documented and executed in a SOX environment.
- Maintain and analyze internal department company allocations.
- Interacts with external auditors and provides support and for all audits and reviews.
- Other duties as assigned

Job Requirements:

- BS in Accounting or equivalent field/degree.

- At least 10 years of general ledger experience and 5 years of cost accounting experience required. Experience in a public company is preferred.
- Proficient using various software, including MSOffice with advanced skills in Excel, and accounting software [i.e. NetSuite].
- Highly detail orientated with a solid track record of maintaining accurate records; excellent planning, organizational, and analytical skills.
- Strong communication skills (verbal, written and interpersonal). Ability to interact with all levels of employees and external vendors.
- Must be able to work independently, work with confidential information and possess strong business judgment.

MaxCyte, Inc. is an equal opportunity employer. To apply, please send your resume and cover letter to careers@maxcyte.com. Please reference **Senior Accountant Cost** in the subject line.