

Job Title: Senior Accountant
Reports To: Senior Manager, Accounting
Department: G&A
Work Location: Maryland HQ
FLSA Status: Exempt
Revision Date: November 14, 2022

Job Summary:

The Senior Accountant is responsible for developing and providing accurate information for financial reporting. This position plays a key role in the month-end close process and is responsible for financial analysis, reporting, reconciliations, and journal entries. The Senior Accountant is knowledgeable regarding US GAAP and preparation of financial statements in a SOX compliant environment. All work product of the Senior Accountant is compliant with GAAP and other relevant requirements. This position will work independently and under general supervision on various accounting projects and assist with quarterly and annual financial auditor requests and reporting.

Job Responsibilities:

- Maintains accrual and prepaid accounting ledgers, prepares journal entries and reviews monthly activity in the general ledger
- Interacts with department budget holders and vendors to track, monitor, and review month-end accruals. Records and prepares required journal entries and supporting documentation
- Reviews and reconciles various balance sheet accounts, investigates variances, and prepares journal entries and supporting documentation.
- Prepares detailed analytics to support account balances on the balance sheet and income statement
- Maintains internal controls for key processes to ensure compliance with SOX 404 regulations and procedures
- Participates in developing process improvement recommendations for accounting procedures and practices
- Reviews and approves customer invoices timely for accuracy and completeness
- Reviews vendors bill postings for correct general ledger and department coding and accuracy

- Participates 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
- Maintains and analyzes internal financial allocations to support the Company's financial statements and audit review processes
- Interacts with internal and external auditors and consultants to provide data and documentation for all financial and SOX audits and reviews
- Actively participates in implementation of accounting process automation including implementation of NetSuite modules and other software tools.
- Complies with all applicable policies regarding health, safety, and the environment

Job Qualifications:

- BS in Accounting or equivalent field/degree; 8+ years of general ledger experience; experience working in a public company is required; experience in a biotech company is a plus
- Solid track record working with general ledger accounts, reconciliations, variance reporting and analysis, accounts payable and accounts receivable processing
- Flexible and detail orientated, with ability to prepare and maintain accurate records; excellent planning, and organizational skills
- Proficient using various relevant software applications, including MSOffice with advanced skills in Excel and accounting software [i.e. NetSuite]
- Ability to work independently and proactively under general guidance. Proactively identifies and communicates issues and appropriate solutions
- Strong communication skills (verbal, written and interpersonal). Ability to successfully and constructively interact with all levels of employees and external vendors
- Able to appropriately manage confidential or sensitive information and utilize strong business judgment