



Position Title: Senior Analyst / Manager

Department: Finance

Location: Boston, MA or King of Prussia, PA

Reports to: Director, Financial Planning and Analysis

Exempt

Non-Exempt

Summary of Position:

The Senior Analyst /Manager is primarily responsible for financial planning and accounting close activities for the R&D function.

Position Responsibilities (which include the essential functions):

- Accounting and forecasting for R&D Operations (Clinical Operations & Development, Regulatory Affairs and Quality Assurance) and Technical Operations (Manufacturing, Inventory Management and Cost Accounting), including but not limited to the following:
 - Monthly accounting close
 - Meeting preparation, journal entries, and account reconciliations for assigned areas
 - Finance liaison with budget owners:
 - Preparing monthly cost center reports with variance analysis to AOP and forecast, conducting research of drivers to variances
 - Manage R&D and Technical Operations forecast process:
 - Coordinating the timely and accurate preparation of Forecasts, which may include reports, analysis, input of monthly actuals and changes to future periods within the Paratek corporate forecast model for all of R&D
- Update monthly rolling forecast model with actual financial results
- Assist in major reforecast initiatives (create/update templates for distribution to budget owners, input data back into actual PRTK forecast model, participate in meetings with budget owners/functional leads to take notes as part of new SOX controls, etc.)
- Assist in preparing the monthly management reporting package
- SOX and quarterly review/annual audit requests/compliance
- Assist with ad hoc projects and initiatives (e.g., system upgrades, process improvements, earnings binder, IR reporting)

Candidate Requirements:

- Bachelor's degree in accounting or finance - required, CPA or MBA - a plus
- 5+ years of related financial analyst/accounting experience
- Strong working knowledge of U.S. GAAP
- Previous experience in Pharmaceutical or Biotechnology industries
- Prior experience working with tight deadlines and demonstrated responsibility for accuracy and timeliness for work performed
- Proficient computer skills; extensive knowledge of Microsoft Excel and Microsoft PowerPoint
- Self-starter/proactive and willingness to take on and learn new skills
- Ability to build consensus and work well with a small finance team
- Ability to travel ~30% of time