



*Position Title: Associate Director, R&D Finance*

*Department: Finance/Accounting*

*Reports To (title): Senior Director, Finance*

*Location: King of Prussia, PA or Boston, MA*

*Date: June, 2018*

Exempt     Non-Exempt

*Summary of Position:*

The Associate Director is primarily responsible for financial planning and accounting close activities for Technical Operations, Quality Assurance, Regulatory Affairs and Clinical Development. This position requires a broad range of Finance, Accounting, and business operations knowledge.

*Position Responsibilities:*

- Accounting and financial planning support for R&D Operations (Clinical Operations & Development, Regulatory Affairs and Quality Assurance) and Technical Operations (Chemical, Formulation, Process and Analytical Development, Manufacturing, Supply Chain and Cost Accounting), including but not limited to the following:
  - Monthly accounting close
    - Meeting preparation, journal entries, and account reconciliations for assigned areas
  - Work closely with business partners in the development and measurement of financial goals, strategies and operational plans, including:
    - Analyzing and evaluating business area operating results including comparison to plan and working collaboratively with the business to understand drivers behind variances that may require adjustment to business activities
    - Provide financial analysis and modeling in support of business decision making
    - Deliver detailed business plans and analytics to enable understanding of financial outcomes of business strategies
    - Multi-year business modeling to provide visibility to longer term business outcomes from execution of the business strategy
    - Participation in cross functional line of business teams
- SOX and quarterly review/annual audit requests/compliance
- Assist with ad hoc projects and initiatives (e.g., system upgrades, process improvements and project financial assessments)

*Candidate Requirements:*

- Bachelor's degree in accounting or finance, CPA or MBA a plus
- 10+ years of related financial analyst/accounting experience
- Strong working knowledge of U.S. GAAP
- Prior experience working with tight deadlines and demonstrated responsibility for accuracy and timeliness for work performed
- Prior experience supporting Technical Operations, Manufacturing, Supply Chain and Clinical Operations
- 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

*Additional Information:*

- Technology needs: Microsoft Office
- Travel requirements (%): 20%, as needed