



Position Title: Manager, Technical Accounting

Department: Corporate Finance/Accounting

Reports To (title): Associate Director, Accounting

Location: Boston, MA

Date:

Exempt Non-Exempt

Summary of Position:

The Manager, Technical Accounting will prepare and maintain accounting records that may include general accounting or budget data as well as examine, analyze and interpret accounting records for the purpose of giving advice or preparing statements. The ideal candidate is an enthusiastic team-player who has a solid technical accounting background and seeks an opportunity to work in a publicly-held commercial-stage biopharmaceutical company.

Position Responsibilities:

- Execute the month-end close process by posting general ledger journal entries, reconcile select balance sheet and P&L accounts, and perform monthly analytical reviews.
- Assist in accounting related to administration of Company equity programs.
- Assist in the preparation of all SEC filings including, 10-K, 10-Q, 8-K, etc., including financial statements, footnotes, disclosures and supporting documents.
- Contribute to the development and maintenance of an effective system of internal controls and compliance with Section 404 of the Sarbanes-Oxley Act.
- Work with members of the accounting team and external auditors to ensure a clean and timely year-end audit and quarterly reviews.
- Assist with ad hoc projects and initiatives (e.g., system upgrades, process improvements).

Candidate Requirements:

- Bachelor's degree in accounting or finance, CPA required.
- 3-5 years of related accounting experience, including time at public accounting firm.
- Technical accounting skills and strong knowledge of US GAAP, SOX and financial reporting.
- Prior experience working with tight deadlines and demonstrated responsibility for accuracy and timeliness for work performed.
- Self-starter/proactive and willingness to take on and learn new skills.
- Ability to build consensus and work well with a small finance team.

Additional Information:

- Technology needs: Extensive knowledge of Microsoft Word, Excel and PowerPoint.
- Travel requirements (%): 10%, as needed