

Title: Accounting Manager

Job Summary:

Reporting to the Director, Corporate Controller, the Accounting Manager maintains general accounting systems and a comprehensive set of controls designed to mitigate risk, enhance the accuracy of the company's reported accounting information, and ensure that reported results comply with generally accepted accounting principles. Prepares and reviews journal entries and related reconciliations; prepares internal and external financial statements. This position will be the lead interface with external auditors. This is a hands-on position requiring strong organizational skills and attention to detail. Works under minimal supervision.

Responsibilities:

- Manage monthly and quarterly accounting close
- Prepare and review monthly and quarterly reconciliations in compliance with US GAAP
- Prepare, review, and post journal entries across various accounting areas with auditable support
- Perform and review controls to maintain a SOX compliant control environment
- Serve as primary point of contact for external audit and SOX work
- Prepare Contract R&D reconciliation for lead program
- Meet quarterly and annual SEC financial reporting requirements
- Manage equity compensation plan
- Research and assist in preparation of technical accounting memos
- Maintain in-scope systems in SOX environment through upgrades and user access review
- Prepare internal financial statements and reporting packages for management's use
- Maintain and update internal forecasts of program and departmental spend
- Produce ad hoc financial reports analyzing cash runway and illustrating anticipated spend for management's use

Qualifications:

- Bachelor's degree in Accounting or Finance
- CPA or pursuit of CPA preferred but not required in cases of sufficient, relevant experience
- Minimum 4 years of experience in public accounting or in an accounting environment
- Biotech experience preferred
- Experience navigating accounting systems such as ERPs, equity compensation tools, and banking sites
- Excellent detail orientation with a solid track record of maintaining accurate records; ability to multi-task, stay organized and prioritize deadlines
- Knowledge of Sarbanes-Oxley Act and internal controls
- Clear communication with the ability to interact with all levels of management (verbal, written, and interpersonal)
- Must be able to work with confidential information

If you would like to be considered for a job on the Concert team, send your resume to: careers@concertpharma.com.

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