

## Job Description – Senior Accountant

Our Finance department is searching for a Senior Accountant to work alongside the Corporate Controller in leading the day-to-day accounting and finance operations, such as month-end close activities, accounts payable, payroll processing, and internal reporting of financial results. This role will also be involved in establishing and implementing company-wide process and policy improvements. Working collaboratively with the Corporate Controller, this role will be evaluating accounting and financial systems to support the company's growth. As the second hire in the finance department, you will partner cross-functionally with the G&A and R&D team at all levels.

### Responsibilities:

- Lead month-end, quarter-end, and year-end close process
- Prepare and record journal entries by compiling and analyzing general ledger account activities with related supporting documentation
- Prepare balance sheet account reconciliations and analytical reviews for various general ledger accounts, departments, vendors, and programs
- Able to collaborate with various program leads, department heads, and external vendors to book and reconcile accrual accounts
- Assist with internal and external financial reporting process
- Prepare semi-monthly and off-cycle payroll processing, and year-end compliance activities
- Assist with the annual financial audit and tax process with PBC schedule preparation, external inquiries, and producing financial statements
- Assist with process improvement activities by leverage technology to increase effectiveness and documenting controls and policies
- Conduct technical accounting research and assist with ad hoc projects as they arise
- Work collaboratively with external AP resources, as well as and internal team to ensure accurate invoicing coding and purchase order generation
- Work with external Procurement resources to troubleshoot purchasing issues.
- Performs other related duties as assigned

### Skills & Qualifications:

- Minimum of a Bachelor's degree in Accounting, Finance, or related-field (CPA or CPA-candidate is strongly preferred)
- Minimum of 3-years progressive accounting experience, preferably within the life sciences industry and/or a Big 4 Accounting firm
- Demonstrate a strong knowledge of US GAAP accounting principles
- Proficiency in Microsoft Excel is required; proficiency in other Microsoft Office applications is a plus
- Experience with ERP systems such as QuickBooks Online, ADP, Bill.com, Concur, and Prendio is a plus
- Must be able to manage workload and prioritize as necessary to meet deadlines while exhibiting strong attention to detail
- Excellent organizational skills and to manage multiple priorities and switch gears easily
- Must be able to maintain a high level of confidentiality and professionalism



- Diligent in storing electronic files data and folder management
- Strong verbal and written communication skills are required
- Ability to work independently and within a team environment

**About Avenge Bio:**

Avenge Bio, Inc. (“Avenge”) is an oncology-focused biotechnology company developing transformative cell-based immunotherapeutic products for the treatment of intractable solid tumors by incorporating its LOCOcyte™ platform. The LOCOcyte™ platform leverages proprietary engineered cells delivered to the local tumor environment that generate high concentrations of immune effector molecules in proximity to the tumor. Avenge’s labs are located Natick, MA and office space located in Quincy, MA. The company promotes a hybrid work arrangement with 2-3 days in the Quincy office. To learn more, visit [www.avengebio.com](http://www.avengebio.com)