



Job Title: Staff Accountant

The Role: The Staff Accountant will join a dynamic, fast-paced and growing biotech company as a key member of the Finance team. In this role, you will report to the Controller and assist the accounting/finance team with the month-end close, process payroll, process and record accounts payable transactions and ensure that all invoices and expense reimbursements are entered into our system. You will assist in designing, implementing, maintaining and monitoring corporate accounting policies and procedures; and assist in internal control and process documentation.

The ideal candidate has strong attention to detail and can work quickly while maintaining high quality and accuracy.

Responsibilities:

- Administers payroll under the direction of the Controller
- Works in collaboration with Human Resources to process approved payroll changes.
- Responds to employee requests for payroll records, corrections, direct deposit, and tax withholding changes and assists employees with resolving payroll issues as required.
- Ensures that the appropriate general ledger account codes are being utilized on expenses.
- Enters invoices into accounting software system for payment.
- Compiles payroll data, reconciles errors, and maintains accurate payroll records.
- Prepares accurate and timely accounting reports as needed.
- Maintains confidentiality of personnel and other sensitive information.
- Conducts required research utilizing internet, manuals, policies, procedures and various other sources.
- Composes, proofreads, and assembles pertinent information for company documents.
- Maintains accounting files and responsibility for processing of company documents.
- Prepares proper documentation for wage and tax withholdings.

Qualifications:

- Degree in Accounting/Finance OR 3-5 years relevant experience required
- Demonstrated ability to maintain confidentiality
- Knowledge and understanding of state, local, and federal tax laws and regulations, along with routine accounting/bookkeeping practices is required.
- Ability to assume responsibility and exercise initiative and judgement
- Ability to work independently
- Strong experience in payroll functions and procedures

Skills:

- Payroll and Accounting software experience required
- Ability to perform Accounts Payable and Accounts Receivable functions
- 2+ years' experience in data entry, administrative and/or analyst duties
- Excellent time management skills

- Advanced Microsoft Office skills
- Ability to multi-task and work in fast-paced environment
- Strong organizational and analytical skills
- Effective communication skills both written and oral
- Desire to work as part of a small, collaborative team

Employment Type: Full Time

Compensation: \$20/hr. – \$26/hr.

Applicant Qualifications

You have requested that Indeed ask candidates the following questions:

- How many years of accounts payable experience do you have?
- How many years of payroll experience do you have?
- What is the highest level of education you have completed?
- Are you willing to undergo a background check, in accordance with local law/regulations?
- When are you available for an interview or phone screen? Please list 2-3 dates and times or ranges of times.

How to Apply:

Submit a copy of your resume and cover letter to HR Manager, Jody Friend, at jfriend@senseibio.com

EOE