

Position title: Staff Accountant

Position Summary

The individual will be a key contributor to the accounting operations team. Reporting to the Assistant Controller, the individual will be heavily involved in the monthly financial statement close process, supporting and executing a variety of transactions to help ensure the Company's financial statements are prepared timely and in accordance with generally accepted accounting principles on a monthly, quarterly and annual basis. The individual will assist in daily and monthly accounting activities, as well as other ad hoc projects as needed. The position will be hybrid, subject to change depending on future business requirements.

Responsibilities:

- Prepare monthly journal entries and account reconciliations for specific balance sheet accounts in an accurate and timely manner
- Assist in generating and tracking Purchase Orders (and Purchase Order spend)
- Assist with corporate credit card reconciliations and related journal entries
- Prepare monthly bank reconciliations timely
- Assist with annual audit process including preparing audit schedules
- Assist with the annual 1099 preparation and filing
- Respond to ad hoc inquiries and handle other assignments as necessary

Competencies:

- Team player who effectively collaborates with others
- Strong organizational, analytical, and decision-making skills
- Strong verbal and written communication skills, as well as strong interpersonal skills
- Strong attention to detail
- Quick learner; able to adapt to the needs of a growing organization
- PC proficient

Requirements:

- BA/BS in Business with an emphasis in Accounting; (CPA or working towards a CPA a plus)
- 1–3 years relevant experience in financial reporting/general ledger accounting. Experience working in a pharmaceutical or biotech firm preferred; Big 4 experience a plus
- Strong experience using Microsoft Excel, Word, & PowerPoint.
- Experience with NetSuite or other large, automated accounting systems a plus.
- This position is generally remote; however, periodic travel to/from Stealth's office in Needham, MA is expected.