

Job Description			
Job Title:	Senior Accountant	Job Category:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Department/Group:	Alliance Foundation Trials, LLC (AFT)	Reports to:	Assistant Controller - Boston
Location:	Boston	Travel Required:	< 10% Travel anticipated
Level/Salary Range:	\$	Position Type:	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary <input type="checkbox"/>
HR Contact:	Director of HR-Boston	Date posted:	01/07/2019
External posting URL:	Click here to enter text.		
Internal posting URL:	Click here to enter text.		
ALLIANCE FOR CLINICAL TRIALS IN ONCOLOGY FOUNDATION'S MISSION:			
<p>The Alliance for Clinical Trials in Oncology Foundation (Foundation) is a nonprofit, tax-exempt foundation created to enhance and expand the ability of the Alliance for Clinical Trials in Oncology (Alliance) to conduct cancer clinical research and address important treatment questions through large-scale clinical trials. Through efforts of the Foundation in support of the Alliance, clinical trials and laboratory research are conducted to discover new or improved ways to prevent, treat and cure many types of cancer, including leukemia and lymphoma, and cancers of the breast, prostate, lung and GI tract, and help educate the medical community on methods of cancer diagnosis, treatment, and prevention.</p> <p>In May 2014, the Foundation created the Alliance Foundation Trials, LLC (AFT, LLC) which is a wholly owned subsidiary of the Foundation. This entity was also created to conduct cancer clinical research and address medical care and treatment through large-scale clinical trials involving various industry related partners.</p>			
PURPOSE/SCOPE:			
<p>The Senior Accountant reports to the Assistant Controller and is responsible for ensuring the integrity of accounting information by verifying and recording financial transactions, understanding the internal controls framework, accounting and the organization's policies and procedures. This role's responsibilities also include reconciling account balances and bank statements, maintaining general ledger and preparing month-end and year –end close procedures. Exceptional analytical skills with a thorough knowledge of Generally Accepted Accounting Principles (GAAP) to analyze financial reports and projections. Experience with collaborating and/or managing accounting staff will be essential for this role.</p>			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Verify, record, allocate, post and reconcile assigned accounting transactions. • Generate and ensure complete and accurate accounting reports and present their results to the Assistant Controller. • Analyze financial information and summarize financial status. • Identify errors and recommend ways to improve efficiencies. 			

- Review and recommend modifications to the accounting systems and procedures.
- Oversee and manage accounting staff including review of staff's work.
- Assist the Assistant Controller in setting financial standards and the forecasting process.
- Prepare financial statements and assist the Assistant Controller with budgetary responsibilities.
- Assist with the month-end and year-end close process.
- Ensure that appropriate finance procedures and internal controls are being followed at all times. Assist with the development and documentation of business and accounting policies and procedures to maintain and strengthen internal controls.
- Ensure compliance with GAAP principles.
- Assist with the Annual Audit, Tax, and Government Compliance process.
- Perform other duties, as assigned by management.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 3+ years of non-profit Accounting experience, preferably in clinical research industry.
- Bachelor's degree in Accounting. CPA is a plus, however, not required.

SKILLS AND COMPETENCES

- Thorough knowledge of basic accounting procedures and non-profit accounting.
- In-depth understanding of GAAP.
- Experience with general ledger functions and the month-end and year-end close process.
- Hands-on experience with accounting software packages, preferably, Blackbaud's Financial Edge.
- Strong organizational skills and ability to prioritize workload in order to meet tight deadlines in a fast-paced and dynamic work environment.
- Excellent analytical and problem-solving skills.
- Demonstrate attention to details, good-record-keeping, and hands-on detail-oriented tasks.
- Proficient in Microsoft Office (Word, Power Point, especially Excel, including Vlookups and pivot tables)
- Strong interpersonal and written and verbal communication skills.
- Flexible and adaptable to a small business workplace environment.
- Team player and can collaborate with other teams in the organization.
- Demonstrate a proficient level of professional skill and/or knowledge in accounting and keep current with developments and trends. Knowledge and ability to use applicable information technology and systems to meet work needs.

PREFERRED SKILLS

N/A

ADDITIONAL NOTES

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it