

# ALLIANCE FOUNDATION TRIALS, LLC

<b>Job Title:</b>	Senior Accountant	<b>Job Category:</b>	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
<b>Department/Group:</b>	Alliance Foundation Trials, LLC (AFT)	<b>Reports to:</b>	Assistant Controller
<b>Location:</b>	Boston	<b>Travel Required:</b>	< 10% Travel anticipated
<b>Level/Salary Range:</b>	Based on experience	<b>Position Type:</b>	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>HR Contact:</b>	Director of HR - Boston	<b>Date posted:</b>	01/07/2019
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## ALLIANCE FOR CLINICAL TRIALS IN ONCOLOGY FOUNDATION'S MISSION

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.

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.

## PURPOSE/SCOPE

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 various 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.

## ROLE AND RESPONSIBILITIES

- 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.
- Assist the Assistant Controller with managing accounting staff including review of staff's work.
- Prepare financial statements and assist the Assistant Controller with budgetary responsibilities.
- Facilitate and complete accurately close procedures to ensure month-end, quarter-end and year-end close process is completed in a timely manner.
- 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 US GAAP rules & principles.
- Assist with the Annual Audit, Tax, and Government Compliance process.
- Perform other ad HOC projects as assigned by management.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- 5+ years accounting/finance experience required.
- Non-profit Accounting experience preferably in clinical research industry.
- Bachelor's degree in Accounting or equivalent from an accredited university. CPA is a plus, however, not required.

### **SKILLS AND ABILITIES**

- A "nothing is impossible" attitude.
- 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.
- Ability to act and operate independently with minimal daily direction and the ability to meet assigned deadlines.
- Demonstrate attention to details, good-record-keeping, and hands-on detail-oriented tasks.
- Proficient in Microsoft Office (Word, Power Point, especially Excel, including Vlookups, pivot tables, macros, etc.)
- Excellent communication skills (both written & verbal) and strong interpersonal skills with a customer service focus.
- 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.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external stakeholders to maximize performance, creativity, problem solving, and results.

**PREFERRED SKILLS**

- **Communication Skills:** The Senior Accountant must also possess exceptionally good communication skills, both in written and verbal form. Communication skills are important for this position in its highly collaborative capacity, where the Senior Accountant will interact with the accounting staff, senior management, internal departmental heads, external partners and funders, as well as external auditors.
- **Interpersonal Skills:** The candidate must be highly flexible and adaptable, be open and welcoming to change, have an ability to manage multiple tasks and meet stringent deadlines, have strong planning and organization skills, be a creative and strategic thinker, have an ability to work independently with minimal supervision, have a keen eye for detail, be proactive and self-motivated requiring minimal supervision, work comfortably in a collaborative setting, and display an ability to remain calm in times of uncertainty and stress.
- **People Skills:** The Senior Accountant must also be a people person and a team player who can build and maintain strong and meaningful relationships with other people. He/She will be a likable, relatable, and approachable individual who inspires trust and confidence in his/her peers and management.

**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.*
