

Neurotech Pharmaceuticals, Inc. is a privately held biotech company located in Cumberland, Rhode Island utilizing a proprietary delivery technology platform, Encapsulated Cell Technology (ECT) to deliver therapeutic factors for the treatment of retinal diseases. Neurotech is clinically studying its lead product candidate, NT-501, in the orphan disease Macular Telangiectasia (MacTel) and in Glaucoma.

We have 2 active Mactel Phase 3 clinical trials which are due to be completed Q3 2022. While Neurotech's primary focus is developing an approved treatment for MacTel, we also are in the middle of a Phase 2 dosing study; developing a novel neuroprotective treatment for Glaucoma. Exciting challenges lie ahead, and we will meet these challenges with the support of our dedicated team. We are eager grow our team with individuals who possess a positive can-do attitude and the ambition to develop with the company through commercial preparation.

Neurotech is seeking a senior level Accountant, reporting to the Controller, who will be responsible for general accounting, forecasting and budgeting. This person will be responsible for efficient, timely, and accurate financial reporting. This effort will involve responsibility for general accounting including, management of accounts payable, posting of journal entries, monthly asset and liability reconciliations, month-end close and support with financial reporting packages. In addition, this position will also involve supporting human resources with benefits management, maintenance of employee files, research and documentation as needed. The ideal candidate will have a solid accounting knowledge base and a strong desire to be part of a small organization, where handling additional responsibilities/areas is often necessary. Few companies have the unique opportunity to get experience in all aspects of financial management, the right candidate will take advantage of all opportunities available and is looking to grow within the organization.

Responsibilities Include:

Accounting responsibilities

- Monthly asset and liability reconciliations, resolve any discrepancies
- Preparation and posting of journal entries
- Preparation of monthly reports
- Processing of bi-weekly payroll
- Management of annual financial audit
- Finance projects as needed
- Management of annual budgets
- Monthly forecasting updates

Management of Accounts Payable

- Sort and log PO's, ensuring proper approvals are in place

- Sort, match and enter invoices, ensuring PO, contract or proper approval is in place
- Resolve invoice discrepancies, may require reaching out to purchaser or vendor
- Process weekly check runs
- Maintain vendor files

Administration & HR Support

- Provide support with benefits management
- Process appropriate documents for new hires
- Create/review and update employee personnel folder

Job Qualifications:

- Associate's or Bachelor's degree in Accounting
- 3 - 6 years of experience in general accounting & accounts payable.
- Solid understanding of general accounting principles.
- Proficiency in Microsoft Office is required.
- Prior experience with QuickBooks is preferred.
- Self-starter: able to quickly learn new concepts and operate with limited supervision
- Discretion in dealing with sensitive and confidential information.
- Work in small team environment.
- Positive can-do attitude.
- Attention to detail is essential.
- Qualified person is well organized, reliable and able to work efficiently in a busy office environment.
- Highly effective interpersonal, organizational, oral and written communication skills.
- Work schedule full time in office or partial remote (2 days remote and 3 days in office)