



SENIOR ACCOUNTING ANALYST, QUADRANT BIOSCIENCES

Department: Finance

Reports to: Vice President - Finance & Controller

COMPANY

This is a fantastic opportunity to join a rapidly growing biotech company. Quadrant Biosciences works with top academic institutions, medical researchers and engineers to translate breakthrough findings into thoughtfully developed, scientifically sound applications. Our technology includes functional assessments and epigenetic biomarkers for neurological conditions such as concussion, autism spectrum disorder, and Parkinson's disease. Quadrant Biosciences was recently highlighted on CNN, NPR, Bloomberg, and Huffington Post for its groundbreaking work.

JOB SCOPE

The Senior Accounting Analyst, under the direction of the VP Finance & Controller, supports the accounting function by maintaining accurate financial information within the general ledger. The Senior Accounting Analyst is also responsible for handling ad hoc reporting. The Senior Accounting Analyst also ensures that these transactions follow US Generally Accepted Accounting Principles (GAAP) and other applicable professional practices. The Senior Accounting Analyst has frequent interaction with executives, department managers, supervisors, coordinators, Finance department staff, Information Systems staff, the sales team and clients.

Responsibilities of the Senior Accountant Analyst include but are not limited to:

- Works directly with operations & management to develop ad hoc reporting & analysis and communicate financial performance
- Performs/reviews, as applicable, period end closing procedures, including monthly accruals, journal entries and balance sheet reconciliations
- Responsible for departmental financial statements and variance reports
- Assist with special projects, which include evaluating processes, identifying issues, making recommendations and following through to resolution
- Responsible for technical accounting research, drafting technical accounting memos/whitepapers
- High level involvement with external auditors & year-end audit
- Team lead in reviewing financials on a quarterly basis and preparation of footnotes according to GAAP
- Responsible for monthly balance sheet reconciliations including inventory and revenue
- Responsible for SEC filings
- Responsible for and assists with C-suite and Board of Directors reporting
- Ad Hoc Reporting

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to communicate effectively and diplomatically
- Have the ability to perform assigned tasks at maximum efficiency with little or no supervision, and work well with others in a team environment
- Have leadership and time management skills
- Ability to prioritize multiple projects and meet strict deadlines
- Must have knowledge of US GAAP and the ability to communicate accounting concepts effectively
- Must have the ability to independently evaluate, resolve, and assess intricate analytical issues

WORK ENVIRONMENTS AND HAZARDS

This position requires sitting for extended amounts of time with a majority of the tasks requiring typing at a computer station.

PHYSICAL DEMANDS

This position is mainly a stationary position involving sitting most of the time but may involve walking or standing for brief periods of time. May require lifting up to 20 pounds.

QUALIFICATIONS

- Relevant Bachelor's Degree required.
- CPA and 5-10 years accounting experience, with a minimum of 3 years public accounting experience, preferred.

Quadrant Biosciences Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

MGMT-3056 (DOC-637) Ver. 0

Approved By:

[\(CO-157\) Implementation of Several Finance Department Job Descriptions](#)

Description

Implementation of the following finance department job descriptions: MGMT-3054 Revenue Cycle Manager job description, MGMT-3055 Staff Accountant Accounts Payable/Accounts Receivable, MGMT-3056 Senior Accounting Analyst job description, MGMT-3057 Senior Accountant job description.

Justification

Job descriptions needed per FDA and Department of Labor requirements.

Assigned To:	Initiated By:	Priority:	Impact:
Allison Iles	Allison Iles	Medium	Minor

Version History:

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