



Accounting Manager

ARMO BioSciences is seeking an Accounting Manager who will report to the Corporate Controller. This role will be responsible for the day-day-accounting operations as well as the financial close and reporting process. The position requires that the candidate be a hands-on professional with a strong understanding of the application of generally acceptable accounting principles and financial reporting. These activities include the period-end close process, maintaining the general ledger, clinical trial accounting, processing payroll, accounts payable management, fixed asset accounting and management reporting.

Responsibilities and Job Functions

- Manages the accounting close process, which includes but is not limited to managing the monthly/quarterly close process, preparing complex journal entries, reconciling balance sheet accounts, and providing variance comments for balance sheet and income statement.
- Ensures the timely processing of transactions and data, as necessary, for the accurate and timely closing of the books in accordance with generally accepted accounting principles. Interact with operational groups to ensure all appropriate journal entries have been recorded
- Responsible for clinical trial accruals (CRO fees, investigator fees, lab fees, and other vendor costs) for multiple studies.
- Supports the requirements of the annual audit and quarterly reviews through preparation of audit schedules and other support to external auditors.
- Supports the development, maintains and ensures ongoing compliance with accounting policies and procedures and SOX 404 internal control documentation.
- Participates in ongoing policy and control environment enhancements.
- Ensure consistent and effective integration of the Payroll and purchasing functions with the core operational accounting function
- Coordinate with external auditors to ensure successful quarterly reviews and annual audits
- Ensure preparation and filing of various quarterly and annual tax returns (property tax, use tax, VAT)

Knowledge, Experience and Skills

- Education: BA/BS in Business with an emphasis in Accounting, CPA preferred.
- Minimum of 5+ years of progressive work-related experience in Finance and Accounting.
- Strong communication and presentation skills
- Demonstrated ability to build relationships and strong communication within Accounting team as well as partnering across all functions.
- Thorough command of accounting standards, regulatory requirements, and GAAP
- Experience working in the biotech/pharmaceutical industry strongly desired
- Strong skills in Excel, Word and Powerpoint.
- Strong project management skills. Ability to identify and analyze problems using sound judgment.
- Self-starter who thrives in a dynamic and fast-paced environment. Proactive ability to work with minimal guidance and be hands on, as well as strong ability to multi-task.

**How to Apply**

If you are interested in applying, please submit your resume with Accounting Manager in the subject line to careers@armobio.com

About

Being a member of the ARMO BioSciences team is a unique opportunity to make a difference in the life of patients suffering of grievous diseases. We demonstrate a strong sense of personal ownership in everything we do and as such expect honesty, integrity, passion and scientific excellence from our employees. ARMO BioSciences is an equal opportunity employer. We are committed to building a workforce that respects individual skills and diversity and commitment to teamwork. We hire outstanding people and subscribe to a rigorous, fast-paced work ethic where the science leads the business.