

Payroll Manager

REPORTS TO: Controller

LOCATION: Seattle, WA

COMPANY: Biopharmaceutical Company

RESPONSIBILITIES:

- Process monthly close and ensure timely and accurate monthly financial reports, both domestic and assist with the international close process
- Support the global accounting functions within the corporate finance team
- Prepare and/or review month-end closing entries and reconciliations
- Review monthly financial package and supporting schedules accurately and timely including the distribution of the monthly departmental financial statements.
- Distribute reporting and communicate variances to budget to department heads.
- Coordinate and report to the Controller and CFO the monthly variance reporting for the income statement and balance sheets.
- Manage UK bookkeeping firm, own UK financial statements and coordinate the annual statutory reporting. Ensure compliance with all international filing requirements.
- Debt and equity reporting including option expensing.
- Capital reporting and work closely with the IT team to ensure proper accounting treatment of assets.
- Lead the audit and prepare annual audited financial statements and related footnote disclosures
- Research, evaluate and document technical accounting implications of new accounting regulations, as well as complex or non-standard transactions
- Support a variety of cross-functional improvements including financial results, projects and capital spend reporting including implementations such as ERP, travel and expense, fixed assets, etc.

- Assist with the establishment and maintenance of accounting policies manual and assist in updating or developing new policies and training accounting staff to ensure consistency and compliance with GAAP requirements
- Work on ad hoc special projects as needed

REQUIREMENTS

- 7+ years relevant experience, with at least 3 years at a mid to large size public accounting firm
- CPA required
- Experience working in a rapidly growing company and in a quickly changing environment
- Knowledge of financial reporting
- Understanding of key GAAP accounting standards, including revenue recognition, stock-based compensation, impairments (goodwill and intangibles), lease accounting, investments, foreign currency translation and acquisition accounting
- Experience in developing technical memos to support accounting considerations and conclusions
- Working knowledge of Sarbanes Oxley requirements
- Strong communication skills and ability to effectively communicate to all levels of the organization
- Federal and state tax knowledge a strong plus.
- Innovative, creative, problem-solving skills
- Ability to troubleshoot and resolve issues independently
- Complete projects efficiently and on-time
- Positive attitude and ability to work collaboratively with team

Compensation:

Outstanding benefits and comp DOE

For consideration please contact:

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