

Controller

April 2019

At Roswell Biotechnologies, we're on a mission to make genome sequencing dramatically cheaper and faster -- now, not in the distant future. Our technology is powered by molecular electronics, and we are the global pioneers in developing a new field that integrates CMOS chips, nanotechnology and biochemistry that will change the future of medicine. Roswell's leadership has unmatched experience in developing high-impact, high-tech devices for the Life Sciences, and bringing them to market globally. Our goals are big, our timelines are short, and we are building the team that will make it happen.

The **Controller** will be an integral part of our small finance team and is responsible for leading the company's accounting function and supporting finance and HR in a fast-paced, dynamic start-up environment. The Controller will be responsible for maintaining a strong internal control structure, and will manage accounting operations, payroll, GAAP compliance, internal/external financial statement reporting, management of external audits, and monthly/annual close processes. The Controller will work under the direction of the Head of Finance, and regularly interact with the team and executive leadership. The Controller is expected to exhibit the highest professional standards, ethical principles, and attention to detail while working on diverse accounting and support functions. We're seeking a candidate that is agile and thrives in a fast-paced environment, has a strong work ethic, capacity to get things done independently, embodies consistent performance with a sense of urgency and commitment. Roswell is seeking to change how the world diagnoses and treats disease, and we're seeking an exceptional candidate that will help us achieve our mission.

Job responsibilities:

- Provide thought leadership and technical guidance around new accounting standards and their successful implementation
- Monitor business performance and cash flow
- Lead and oversee all general accounting functions, including the monthly general ledger, financial close processes and management reporting
- Ensure the accuracy and integrity of accounting records and financial systems
- Manage all monthly, quarterly and year-end close activities, review of journal entries, account reconciliations and analysis of results, ensuring timely and accurate completion of all tasks, with attention to operating expense accruals and GAAP reporting
- Ensure timely reporting to external stakeholders
- Manage annual external audit process, information requirements and analysis, and oversee preparation of audited financials
- Maintain formal accounting policies, practices, and procedures to ensure US GAAP compliance
- Proactively identify issues and areas for improvement within the Company's accounting processes and implement improvements that help automate and streamline accounting operations to scale with the company's continued growth
- Ensure the accurate and timely processing of accounts payable and payroll
- Responsible for the Company's federal, state and local tax compliance
- Oversee Contract Management and track financial obligations against work completed with third party collaborators and vendors
- Strive for continuous improvement in all areas of responsibility
- Perform other ad hoc projects and strategic analyses, as directed

This list of job duties is not exhaustive and may be revised from time to time per business needs.

Education, experience and desired qualifications:

- Bachelor's degree in accounting or finance, CPA preferred; MBA a plus
- 4 - 7 years of progressive accounting experience; industry experience in high growth biotechnology, pharmaceutical or technology companies preferred
- Big 4 experience a plus
- Strong technical accounting knowledge of issues, procedures and practice
- Venture backed start-up and investor reporting experience preferred
- Experience with internal controls and annual audits
- Experience with government grants and contracts
- Experience working in a very hands-on role
- Excellent interpersonal and communication skills
- Technical GAAP knowledge highly preferred
- Expertise in Microsoft Office, Excel required
- Must have the ability to proactively and creatively approach problem solving in order to execute multiple tasks and adhere to deadlines in a fast-paced, dynamic start-up environment
- Must have excellent critical thinking and time management skills
- Must have strong organizational and interpersonal skills
- Must be resourceful, independent, creative, and excited to work in a fast-paced start-up environment

U.S. Citizens, Green Card Holders, and those authorized to work in the U.S. for any employer will be considered. The position is located in the Sorrento Valley area of San Diego.

Job Type: Full-time

Salary: \$80,000.00 to \$95,000.00 /year

Comprehensive benefits package offered.

Please apply via [Indeed](#).