

Title Accounting Manager**Primary Duties**

- Oversee the day-to-day operation of the company's accounting system, which runs in NetSuite
- Oversee vendor accounting records, bills, and payments, including:
 - Receiving, entering, and tracking bills in the accounting system
 - Classifying bills by Purchase Order, project, class, account, etc.
 - Obtaining approval for bill payments
 - Tracking accounts payable, working with CFO to determine payment schedules
 - Producing and mailing checks and specifying those to be paid by ACH or wire
- Oversee customer accounting records, invoices, and payments, including:
 - Coordinating with company departments whose products and/or services are invoiced
 - Generating and sending invoices to customers
 - Tracking customer invoice payments
- Oversee accuracy and completeness of other information in the accounting system:
 - Payroll (labor distribution)
 - Asset ledgers (Intellectual Property, capital equipment, financed construction, etc.)
- Oversee the preparation of quarterly financial statements by the company's accounting firm
- Working with the CFO, accounting firm, and auditors to support the preparation of annual financial statements
- Preparing reports for the finance group and management team

Other Responsibilities

- Participating in planning and budgeting with the CFO and finance team
- Serving as the office manager for Beverly site's administrative offices

Skills

- Excellent written and verbal communication skills
- Working knowledge of the accounting modules of the NetSuite ERP system (or equivalent)
- Understanding of GAAP and PCAOB accounting standards
- Strong organizational skills with the ability to operate independently and as a member of *ad hoc* teams that include members from other departments
- Ability to adapt to rapidly changing priorities and meet challenging timelines in a growing organization

Qualifications

- Bachelor's or Associate's degree in Accounting, Finance, Business, or a related discipline
- Working knowledge of Microsoft Office applications (Word, Excel, PowerPoint, etc.)

Experience

The successful candidate shall have:

- 5+ years working in a commercial accounting department
- 2+ years overseeing the Accounts Payable function
- 2+ years working with the NetSuite ERP system preferred
- Working in a public company and involvement with audited financial statement preparation preferred

Compensation Title and pay commensurate with skills and experience, eligible for company benefit plans

Other Must live within commuting distance of Beverly, MA.

Company Akston Biosciences Corporation invents, develops, and manufactures breakthrough protein therapeutics for Companion Animal Health. We leverage our novel Ambifect™ Fc-fusion platform to develop and manufacture new classes of therapeutics. Additionally, Akston serves as a Contract Development and Manufacturing Organization (CDMO) for other Animal Health companies through production and manufacturing facilities dedicated to Animal Health. Our facilities, along with our research and process development laboratories, are located in Beverly, Massachusetts.

Contact Candidates should send a CV and cover letter to careers@akstonbio.com