

Controller (Job ID# 08302020)

Integral Molecular is a Philadelphia biotech company specializing in the discovery and characterization of therapeutic antibodies using cutting-edge technology platforms. We are a close-knit company composed of smart, curious scientists that takes an active interest in promoting the learning and development of our team.

Controller

Our company is in an exciting growth phase where we are launching new products, expanding our team, and reaching new markets. To support our growth, we seek a Controller whose responsibilities will involve day-to-day finance and accounting activities, NIH grants and contracts management, administrative activities, and management of sales activities. Projects will be both hands-on and supervisory. Under the supervision of the President and CEO, this senior level financial position will serve as the staff accountant for Integral Molecular. The Controller will also oversee the supply and procurement cost center, one of the company's largest controllable expenses.

Responsibilities

Financial and Accounting

- A/P and A/R oversight
- Cash flow management
- Banking activities
- Financial reconciliations
- Budgeting and financial planning
- Coordination with external accountants and auditors
- Coordination with tax authorities

NIH Grants and Contracts

- Grants/contracts financial management and reporting
- Indirect cost proposals
- Non-profit funding compliance

Personnel/HR

- Payroll coordination and allocations
- Personnel management and documentation
- Insurance and benefits administration

Administrative and Legal

- Oversee ordering/purchasing, controlling costs, and actively seeking cost savings
- Administer purchasing budget, including both laboratory and office supplies
- Monitor expense performance
- Negotiate pricing agreements with vendors
- Obtain bids for large dollar item purchases
- Implement internal controls for risk management

Sales and Business Development

- Oversee Sales processes
- Revenue forecasting with Sales
- Calculate Sales product expenses and profit margins
- Oversee legal documentation
- Coordinate diligence for partners

Qualifications

- Bachelors or Masters degree in business, finance, or accounting (e.g. BS, CPA, MBA), and 5+ years of previous work experience
- Qualified candidates should have a demonstrated history of accounting, controller-level activities, entrepreneurial activities, and an interest in learning and growing in an entrepreneurial culture.
- Mastery of Quickbooks, Excel, and MS Office are required, and experience with non-profit NIH grants/contracts management is highly desired.
- Demonstrated experience negotiating pricing agreements (contracts), obtaining competitive bids, flexing large volume discounts, and/or structuring long term cost savings plans.
- The candidate must be attentive to detail, capable of effective communication, and able to positively interact with other team members on all levels.
- An understanding of scientific research is useful but is not required.

Integral Molecular supports employee work/life balance with flexible work hours and telecommuting options; this position is expected to require 20-40 hours/week. Interested candidates should send a resume and cover letter specifying your salary requirements and desired work hours (part-time or full-time) to careers@integralmolecular.com with Job ID# **08312020** in the subject heading.

