



Accounting Manager - Job Description

About Aurion Biotech

Based in Seattle, Boston and Tokyo, Aurion Biotech is a clinical-stage biotech company. Our purpose is to restore vision to millions of patients with life-changing regenerative therapies. Our first candidate is for the treatment of corneal edema, and one of the first clinically validated cell therapies for corneal care. Healthy corneal endothelial cells from a donor cornea are cultured in a novel, multi-step, proprietary and patented manufacturing process. Cells from a single donor can be used to treat more than 100 recipient eyes. In early research and clinical trials in Japan, patients have experienced significant and durable improvements in key measures of corneal health: visual acuity, corneal thickness and corneal endothelial cell density. The Aurion Biotech team is preparing for clinical trials in the U.S. To learn more about Aurion Biotech, a division of CorneaGen Inc., please visit www.aurionbiotech.com

To submit your resume and cover letter, please email us at jobs@aurionbiotech.com

Primary Purpose:

Aurion Biotech is seeking an experienced candidate to help build out the accounting infrastructure of the Company and manage all aspects of accounting operations. This role is based in Seattle, Washington.

Essential Duties and Responsibilities

These may include but are not limited to:

- Support the implementation and management of all Finance-related systems
- Co-lead design and construction of general ledger, and revise based on new products and services
- Lead the development of the Company's internal controls and the related documentation of formal policies, procedures, and internal control narratives
- Manage the monthly and quarterly financial statement close process to ensure timely and accurate reporting of financial results
- Responsible for preparation of complex/high-risk areas of the financial statement close including clinical trial accruals and stock-based compensation
- Serve as critical point-of-contact for expenses, reporting, and controls throughout the Company
- Responsible for technical accounting research and documentation of the Company's accounting on various complex accounting matters as they arise. Proactively stay current on all pending/new accounting requirements and analyze potential impact on the Company's financial reporting
- Responsible for payroll processing



- Serve as the 401(k) administrator, managing the 401(k) audit process and filing Form 5500 annually
- Interact with external auditors on review and audit work
- Support equity administration with the maintenance of stock option records and tracking
- Assist with tax compliance and quarterly and annual census reporting
- Support budgeting and forecasting processes
- Assist with special projects as they arise

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- BA/BS in accounting with CPA certification
- At least 7 years' experience, preferably with combination of public accounting and Biotech industry experience. Big-Four public accounting experience a plus
- Strong technical accounting skills and knowledge of US GAAP and financial reporting
- Experience with Sarbanes Oxley and internal controls as well as system implementations

Required Skills/Knowledge/Abilities

- Ability to prepare quarterly and annual SEC filings preferred
- Experience with the development and maintenance of an effective system of internal controls and compliance with Section 404 of the Sarbanes-Oxley Act
- Excellent collaboration, organizational skills and attention to details
- Strong analytical and communication skills
- Thrives in a dynamic, start-up environment
- Ability to work collaboratively and effectively with cross-functional teams
- High customer-service focus
- Experience with Excel and other office tools (Outlook, MS Office, etc.) required
- Experience with NetSuite and Concur preferred
- Strong team player that has a customer service approach and is solution oriented
- Collaborative business partner adept in building cross-functional relationships to drive business results
- Demonstrates passion for the Mission and Values of Aurion Biotech.