



## **AVAILABLE POSITION: ACCOUNTING AND OPERATIONS MANAGER**

Parion Sciences is a development stage biopharmaceutical company dedicated to research, development, and commercialization of treatments to improve and extend the lives of patients with respiratory diseases. Parion has a diverse pipeline of pre-clinical and clinical candidates for the treatment of these diseases via novel mechanisms of action.

The Parion team, located in Durham, NC, is comprised of accomplished leaders and talented, passionate colleagues with a desire to help the patients we aim to treat.

### **Job Description:**

Primary duties will include accounting, general ledger analysis and administrative management. Additional duties will include month end close, day to day administrative operations, compliance tasks and assisting with audit and year-end tax preparation. Experience with Sage, QuickBooks or NetSuite is a plus, and strong Excel skills are required. Position is an on-site role.

### **Job Description/Responsibilities:**

#### **Office Management**

- Oversee the daily operations of the office, including handling incoming and outgoing correspondence, answering phones, greeting guests, stocking kitchen and supplies, maintaining office equipment, vendor coordination, event support, and general administrative support. Coordinate meals as needed for meetings and/or events
- Coordination and execution of company events (team building, holiday and seasonal events and other activities)
- Maintain office facility including managing vendors related to office environment, troubleshooting and resolving issues
- Keeping common spaces stocked, clean and welcoming
- Organization and maintenance of company files (onsite and offsite storage)
- Coordinate with IT Support and vendors for technical needs
- Willingness to run errands to assure all needs of office are met

#### **Administrative Assistance**

- Make travel arrangements for company executives and other employees as needed
- Schedule, plan and set up meetings and events, as requested
- Assist executives and employees with mailing/shipping of packages

#### **Finance/HR Support**

- Support of Finance function – invoice entry, cutting of checks, deposits and purchase orders
- Tracking of project and grant related expenses
- Ensure accurate and timely recording of financial transactions, reconciliations, and journal entries.

- Management of monthly payroll process
- Assist with yearly benefits planning, field employee benefits questions, & coordinate with external benefits advisor
- Assist with on-boarding and off-boarding process with employees
- Completion of quarterly sales and use tax reporting and remittance
- Assist with year end processes

### **Minimum Requirements:**

- Bachelor's Degree and/or related field or equivalent work experience and education that provides the necessary knowledge, skills, and abilities to perform the essential functions of this position 4+ years of progressive experience or 2+ years in public accounting (big 4 or large regional firm)
- 4+ years of professional services experience; life science/pharma/biotech experience preferred
- Advanced proficiency in Excel, MS Office suite and experience with accounting software (Sage, Quickbooks, etc.)
- Excellent interpersonal and organizational skills.
- Strong analytical skills with focus on accuracy and attention to detail
- Ability to define problems, identify solutions and follow through to completion
- Able to work independently in a fast paced, multi-tasking environment and maintain high standards of quality and efficiency.
- Candidates must be eligible to work in the United States and no relocation assistance is offered.

### **Anticipated Start Date: Immediately**

**Qualified candidates, please e-mail resumes with references to [Careers@Parion.com](mailto:Careers@Parion.com)**

### **What We Offer:**

- A competitive salary
- Exceptional opportunities for learning and growth
- Company-paid holidays
- Paid time off
- Health and dental insurance
- Disability
- Life insurance, 401(k) plan + match

Parion Sciences is an equal opportunity employer and is committed to providing equal employment opportunities without regard to age, race, color, religion, sex, national origin, disability, protected veteran status, sexual orientation, gender identity or any other protected class.

To all agencies: Please, no phone calls or emails to any employee of Parion Sciences about this requisition. All resumes submitted by search firms/employment agencies to any employee at Parion Sciences via-email, the internet or in any form and/or method will be deemed the sole property of Parion Sciences, unless such search firms/employment agencies were engaged by Parion Sciences for this requisition and a valid agreement with Parion Sciences is in place. In the event a candidate who was submitted outside of the Parion Sciences agency engagement process is hired, no fee or payment of any kind will be paid.