



CONTROLLER POSITION DESCRIPTION

- Exempt**
- Non-exempt**

About Us:

Bionique Testing Laboratories, Inc. (Bionique) has been a leading global provider of mycoplasma testing services for the biopharmaceutical industry for over 30 years. Bionique offers the full breadth of services from lot and Final Drug Product release testing per regulatory guidelines to a GMP compliant Real-Time PCR assay to support clients' needs from concept to clinical trials and commercialization for biopharmaceutical and cell therapy products. Bionique's experience and expertise extends to development and validation of rapid microbiological methods to support abbreviated release timelines. Additional services such as regulatory and compliance consultancy add to Bionique's unique position in this niche analytical testing space. Located in Saranac Lake, NY, Bionique is an FDA registered and GMP compliant contract testing facility. Bionique aims to offer unsurpassed quality mycoplasma testing services to meet the specific scientific and regulatory needs of each client and partner.

Summary:

Provides accounting and financial leadership to ensure efficient and accurate accounting operations of the organization. Manages the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results. Coordinates and prepares internal financial statements and oversees the daily activities of accounting functions, including tracking and auditing financial information, analyzing and reviewing financial records and transactions, and supporting accounting team members.

Key Accountabilities and Responsibilities:

- Oversees all accounting operational functions and financial activities
- Manages the accounting operations of the administration department and the accumulation and consolidation of all financial data necessary for an accurate accounting and reporting of monthly, quarterly and annual business results, inclusive of journal entries postings, reconciliations, chart of accounts maintenance and analysis to support the financial close
- Coordinates and prepares internal and external financial statements ensuring all financial records are complete and accurate
- Builds reports and conducts financial forecasts for review by stakeholders and executive teams
- Coordinates activities of external financial auditors and supports annual audit preparation
- Monitors/reconciles intercompany transactions with multiple worldwide entities
- Coordinates with business partners (such as Operations, Quality, Business Development, IT, etc.) to ensure accuracy of accruals and account balances as well assist in cross-functional requests
- Provides management with information vital to the decision-making process
- Manages the budget process



- Assesses current accounting operations offering recommendations for improvement and implementing new processes, policies, systems, controls, and compliance around monthly reporting as well as accounting procedures for the admin department and the organization
- Evaluates accounting and internal control systems
- Provides financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations
- Evaluates the effectiveness of accounting software and supporting database, as needed
- Manages accounting staff/contractors
- Runs, analyzes and interprets various data sets to determine effective strategies for improving the overall financial health of the organization
- Collaborates with other departments and managers to develop strategies and budgets
- Maintains professional and technical knowledge of latest financial and GAAP accounting industry practices and updates
- Calculates potential risks of the organization's financial activities
- Compiles and submits timely reports to central consolidation accounting team as needed and via established methodologies
- Complies with local, state, and federal government reporting requirements and tax filings
- Manages sensitive information in a confidential manner
- Additional duties as assigned

Requirements:

- Bachelor's degree in accounting, CPA or CMA license preferred
- 3 years of proven accounting experience required
- Experience with QuickBooks preferred
- Ability to handle multiple tasks and projects under deadline pressure and independently
- Strong organizational, analytical, problem-solving and time management skills
- Excellent verbal and written communication skills
- High attention to detail and data entry accuracy is required
- Proficient with Microsoft Office Suite

Physical Requirements:

- Prolonged periods of sitting on a chair, working at a desk and working on a computer

Bionique is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, marital status, pregnancy status, amnesty, covered veteran, or any other protected status or characteristic protected by applicable federal, state, and local laws.