



**Company Description:** Crescendo Bioscience is a venture-funded molecular diagnostics company developing tools for characterizing and managing diseases in the field of rheumatology, including rheumatoid arthritis. The company applies a comprehensive suite of molecular profiling technologies to discover biomarkers and develop diagnostics that help physicians with the diagnosis, prognosis and treatment of disease.

**Position:** Controller

**Overview:** Reports to the CFO. Responsible for the accounting operations of the company, including maintaining a system of accounting records and a set of controls designed to mitigate risk and enhance the accuracy of the company's reported financial results, ensuring that the company's accounting procedures conform to generally accepted accounting principles and tax accounting principles, and producing periodic financial reports.

**Principal Responsibilities:**

- Oversee daily operations of the company's accounting function
- Provide guidance on accounting policies relevant to the company's business
- Maintain a documented system of accounting policies and procedures
- Maintain a system of controls over accounting transactions
- Maintain an orderly accounting filing system
- Process payroll in a timely manner
- Process payables in a timely manner
- Prepare reconciliations for all corporate accounts
- Complete periodic bank reconciliations
- Close corporate books on a monthly basis
- Prepare monthly/quarterly financial statements
- Provide assistance for the annual audit
- Provide for a system of management reports
- Manage the accounting staff
- Ensure proper functioning of internal accounting software
- Provide assessment of adequacy of internal accounting software and assist in implementation of any new internal accounting software

**Requirements:**

- Degree in Accounting (undergraduate or Masters)
- 5 - 10 years in public accounting firm and/or corporate experience
- Strong accounting and tax skills
- CPA preferred
- Proficiency in accounting software
- Strong analytical and organization skills
- A high degree of integrity and a strong client-service focus
- Excellent interpersonal and communication (verbal and written) skills
- Detail oriented
- Ability to interact with associates and internal customers at all levels of the company
- Effective multi-tasking skills
- Effective follow-up skills, strong self-initiative and desire to learn