



Company Description: Crescendo Bioscience is developing a broad range of quantitative, objective molecular tests to provide rheumatologists with deeper clinical insights to more effectively manage patients with autoimmune and inflammatory diseases. 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. Crescendo is initially focused on rheumatoid arthritis (RA), a debilitating, chronic disease affecting over 1.4 million in the USA and more than 2 million in Europe. Crescendo plans to establish a long-term partnership with clinicians by providing comprehensive diagnostic, prognostic, staging, therapy selection and monitoring capabilities to improve outcomes throughout the continuum of care. All testing will be performed at our own specialized, CLIA-licensed laboratory.

Position: Staff Accountant

Locations: South San Francisco, CA

Crescendo Bioscience, Inc. is seeking a part-time Staff Accountant to handle a variety of accounting duties. A successful candidate would possess the following knowledge and skills:

- Familiarity with accounting/bookkeeping software (Currently Quickbooks, experience with other ERP systems a plus)
- Proficient in Microsoft Office software (Word, Excel, Access, and Power Point)
- General accounting and tax knowledge
- Detail oriented with strong organizational skills
- Ability to manage multiple projects, prioritize, and meet deadlines
- Strong interpersonal skills and professional demeanor
- Ability to communicate well verbally and in writing.
- Ability to work well in a team environment that promotes inclusiveness and communication among team members.

Specific duties:

- Prepare journal entries
- Maintain and reconcile general ledger accounts
- Provide records of assets, liabilities and other financial transactions
- Prepare profit and loss, income and balance sheet statements
- Maintain receipts and disbursement reports
- Provide supporting documentation to auditors
- Provide supporting documentation for tax returns
- Ensures accuracy and compliance with all accounting regulations
- May interpret reports and records for managers
- Assist Controller in establishing standard operating procedures including the development and maintenance of a system of internal controls

- Track fixed assets including depreciation schedules.
- Assist in implementation of new ERP software.

Qualifications:

- Bachelors Degree or equivalent in Accounting
- 2-4 years experience

Crescendo Bioscience is an equal opportunity employer.

PRINCIPALS ONLY PLEASE – We will not accept submissions from agents or recruiters seeking to place candidates for these positions.

Contact: financecareers@crescendobio.com