

Accounting Controller, San Diego

For over 26 years, ScienceMedia Inc. has been at the forefront of delivering innovative, multimedia learning solutions aimed at improving clinical competency across all functional areas in the world's leading life sciences organizations. ScienceMedia Inc. draws on its expert team of clinical writers, instructional designers, and multimedia artists to produce impactful training on the highest risk areas of a clinical trial. SMi Trial™ mitigates clinical risk and decreases trial cost by optimizing study compliance throughout the lifetime of your clinical trial. SMi Source™ is a mobile-enabled, cloud-based science education library that provides 16,000+ microlearning topics and 400+ full courses covering a vast catalog of disease and therapeutic areas.

Position Overview:

ScienceMedia is looking for a part-time Accounting Manager or Accounting Controller (flexible for 20–30 hours) to run the accounting department.

Essential Responsibilities:

- Responsible for all aspects of accounting management (GL, AR, AP, expenses, reporting).
- Manage the Staff Accountant and work with internal managers of different departments.
- Apply comprehensive working knowledge of GAAP on an accrual accounting basis.
- Manage all equity transactions and systems.
- Research and resolve accounting or documentation issues and discrepancies.
- Manage month end close and monthly reconciliation workbook (supplemental schedules, rollforwards, reconciliations, etc.) Produce monthly reporting package and financial statements for internal management and board.
- Create and post journal entries to the general ledger, including month-end recurring and accrual entries.
- Assist in monitoring actual versus budget, including variance analysis; perform analytics to explain variances for the balance sheet actual results as compared to prior periods.
- Maintain and monitor the system of internal accounting controls and ensure their efficiency and effectiveness.
- Lead as primary contact for inquires, from internal and external representatives.
- Lead audit process during the independent financial audits and coordinate with tax accountants on tax filings.
- Processes semi monthly payroll, new hires, terminations and incentive compensation. Ensures accuracy of entries which includes time-off, 401k, change of statuses, etc.
- Weekly reporting on financials of projects and utilization of staff.

Required Skills/Experience:

- Excellent communication and writing skills
- 5+ years work experience in an accounting role
- Bachelor's Degree in Accounting. CPA a plus
- Understanding generally accepted accounting principles (GAAP), understanding of revenue recognition and equity reporting a requirement
- Familiarity with monthly financial statements
- Experience in stock plan administration
- Experience with general ledger functions and the month-end close processes
- Intermediate to advanced Microsoft Excel skills

- ERP accounting systems experience required; SAGE experience is a plus

Benefits:

- Competitive base compensation plus bonus and stock options
- PTO and paid holidays
- Company-assisted medical and dental insurance coverage
- 401K
- Educational Assistance for continuing education
- Casual dress code
- Teamwork environment
- Quarterly social events

To apply, please send resume and cover letter. This is an in-house position and freelance candidates will not be considered. Currently due to COVID-19, all ScienceMedia employees are working remote.

Job Type: Part-time

Job Location: San Diego, CA