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| Position Title: | Staff Accountant |
| Department: | Finance |
| Hiring Manager: | Controller & Director of Finance |
| Date Opened: | April 2021 |

We are a team of experts from multiple disciplines who have come together driven to bring hope with life-changing therapies to patients and their families.

Position Overview:

At Catabasis, we are driven to bring hope with life-changing therapies to patients and families affected by rare disease. We are currently seeking a driven, detail-oriented contributor to work within our Finance team as a Staff Accountant. This role will be responsible for invoice entry, check runs, reconciliation of expenses under the company’s American Express corporate card program, facilitating the contract approval process and other accounting-related tasks. This position will also support the monthly and quarterly close processes and the quarterly reviews and annual audits. The position requires a highly conscientious, reliable professional who will be discreet with sensitive information. A solid foundation in accounting education is also required. The qualified candidate will join a small Finance team and have opportunities to learn and develop new skills as the Company grows.

Responsibilities:

- Invoice entry for ordinary invoices, including obtaining required approvals
- Facilitate and provide support for the internal Contract Approval Process, including obtaining required approvals
- Coordinate check runs with stakeholder schedules, run aging reports, create proposal, and communicate with stakeholders through completion of check run
- Work from a file of corporate Amex charges, match receipts to expenses, match expenses to GL accounts, seek missing receipts, and obtain appropriate approvals
- Support the monthly and quarterly close process
- Support the quarterly review and annual audit process with external accountants
- Conduct activities within the requirements of Sarbanes Oxley
- Other projects as needed

Requirements:

- Bachelor’s degree in Accounting or Finance
- Strong written and oral communication skills
- Attention to detail and problem solving skills
- Excellent time management skills and ability to multi-task and prioritize
- Proficient in MS Office
- Relevant professional experience a plus