

## Accounting Manager

### Minnesota, MN / On-Site (US)

#### About MLM Medical Labs

MLM Medical Labs is a leading specialty and central laboratory with comprehensive research services and diagnostic capabilities in Europe and North America. Offering standard and fully customizable analytical and logistics services across a variety of therapeutic areas, we add value at every stage of the drug development process, from nonclinical and preclinical through phase IV clinical trials.

The international team of over 150 highly skilled and experienced persons supports between 190 and 210 clinical trials, phase I–IV, at any given time. With our labs located in and Minneapolis MN, Memphis TN, USA and Mönchengladbach, Germany we work on transcontinental projects, hand in hand with our colleagues worldwide.

#### This position

We are looking for an **Accounting Manager (full time)** to work in our office in Minnesota, MN (US).

This position will report to Director of Finance.

#### Your responsibilities

- Oversee the project control function including coordination with project leads or project analysts for their submission of units completed, time elapsed or other metric to calculate revenue in accordance with ASC 606 (i.e., Revenue Recognition). Includes determination of the correct revenue recognition approach to client projects.
- Prepare and issue client invoices; follow-up on accounts receivable to ensure timely collection
- Prepare journal entries including payroll, depreciation, prepaid expenses, receipt and usage of inventory, revenue, customer invoices, etc.
- Approve vendor invoices processed through the accounts payable/cash disbursements process
- Prepare and maintain monthly account reconciliations, including accounts receivable, fixed assets, accounts payable and various accrued liabilities
- Prepare monthly analysis of income statement and balance sheet accounts

- Assist in the preparation of the monthly reporting package of US subsidiaries (including balance sheet, income statement, statement of cash flows, backlog, and various supporting analyses)
- Perform specific payroll activities (in conjunction with third party processor)
- Develop, evaluate, and document policies, processes and procedures to ensure compliance with internal controls. Recommend areas of opportunity for improvement and work with teams to implement continual best practice
- Assist in development, documentation and implementation of systems and procedures to enhance the workflow of the Accounting department

#### Required qualifications

- Bachelor's Degree in accounting
- Four to six of experience in private and public accounting (preferably a mix of private and public)
- Experience in general accounting (account reconciliations, journal entries, close procedures, monthly variance analysis, revenue recognition, etc.) and financial reporting (consolidation, preparing f/s)
- Strong oral and written communication skills
- Strong Excel skills (e.g., experience using VLookups, formulaic expressions, pivot tables)
- Ability to work independently and demonstrate initiative.
- Ability to meet deadlines
- Experience in working with various financial applications (e.g., Peachtree/Sage, Quickbooks, etc.)

#### Preferred qualifications

- Certified Public Accountant (CPA)
- 1-2 years of public accounting, preferably with a “Big-4” or international accounting firm (BDO, Grant Thornton)
- Experience working in a life sciences company