

Akston Biosciences has an immediate opening for a **Finance Coordinator**

Title Finance Coordinator**Primary Duties**

- Working with the Chief Financial Officer to prepare and maintain financial materials
- Building and maintaining short and long-term budget projections in both cash flow and P&L formats
- Producing financial reports related to budgets, accounts payable, accounts receivable, expenses, etc.
- Preparing financial materials for the CEO and CFO to use for presentation to the senior management team, the Board of Directors, key stockholders, financial institutions, and other sophisticated audiences
- Preparing and maintaining financial ledgers for large contractor projects and maintaining their consistency with the accounting system
- Preparing financial planning materials with information from other departments, including Bills of Materials
- Maintaining and updating corporate legal records including ledgers, documents for selling shares of stock, and documents for transferring shares

Other Responsibilities

- Overseeing the planning for the implementation of an ERP system
- Collecting and analyzing material relevant to Business Development
- Working with the Accounting Manager to provide materials for quarterly financial statements and tax returns
- Tracking work orders and analyzing payment schedules

Skills and Experience

The successful candidate shall have:

- Strong attention to detail
- Good organizational skills with the ability to adapt to changing priorities, to work both independently and within a team, to multi-task in a fast-paced and dynamic environment and to meet challenging timelines
- Strong written communication and interpersonal skills
- An analytical mind
- Experience working in a fast-paced environment, preferably in technology (biotechnology a plus)
- A keen eye for detail and desire to probe further into data
- Strong skills in Microsoft Suite (Powerpoint, Excel, Word)
- Familiarity with QuickBooks and report generation

Qualifications

A Bachelor's degree in Finance, Business, or Mathematics required. A Master's level degree preferred.

Compensation Title and pay commensurate with skills and experience, eligibility for company benefit plans.

Other Must live within commuting distance of Beverly, MA. This position will be on-site 5 days per week.

Company Akston Biosciences Corporation invents, develops, and manufactures breakthrough protein therapeutics for Companion Animal Health. We leverage our novel Ambifect™ Fc-fusion platform to develop and manufacture new classes of therapeutics. Additionally, Akston serves as a Contract Manufacturing Organization (CMO) for other Animal Health companies through production and manufacturing facilities that are dedicated to Animal Health. Our facilities, along with our research and process development laboratories, are located in Beverly, Massachusetts.

Akston has an immediate opening for a **Finance Coordinator** position in Beverly, MA. For more information, see www.akstonbio.com.

Contact Candidates should send CV and cover letter to careers@akstonbio.com