



Senior/Staff Accountant

Location: Lexington, Massachusetts

About Us: At Nightstar, our mission is to maintain and restore sight in patients with inherited retinal diseases. We are a clinical-stage company focused on developing and commercializing a pipeline of novel and potentially curative, one-time retinal gene therapies for patients suffering from rare inherited retinal diseases that would otherwise progress to blindness, and, for which, there are no currently approved treatments.

Job Purpose: The Senior/Staff Accountant will be responsible for compiling and analyzing financial information, managing day to day accounts payable transactions, processing and recording payroll, recording monthly general ledger entries, reconciling general ledger accounts and preparing monthly reconciliations. The Senior/Staff Accountant will be responsible for maintaining and developing strong accounting process and control to ensure key accounts are reconciled in accordance with GAAP and transactions are processed and recorded timely. In addition, they will assist other member of the finance staff on SEC filings, monthly reporting and forecasting activities.

Job Responsibilities:

- Assist in managing the accounting and reporting function consisting of the monthly closing process, general ledger, and cash receipts/disbursements.
- Prepare and manage monthly reconciliations.
- Be a key member of the monthly reporting, ensuring that deadlines are met.
- Assist in leading the coordination and support of the independent auditors in their quarterly reviews and annual audits.
- Assist with the preparation of consolidated financial statements.
- Assist with SEC Reporting for all required filings
- Assist in managing all aspects of Accounts Payable, including vouchering, vendor setup, and payment processing. Work closely with budget owners to ensure invoices are recorded accurately to facilitate meaningful budget to actual financial reporting.
- Timely processing of payroll and benefit management.
- Support and adhere to strong internal control policies and procedures and identify areas where improvements can be made.
- Work with Department members to streamline and find efficiencies in the month end process as well as other areas of accounting.
- Act as liaison between Accounting and other departments as required. Answer finance related inquiries from both internal and external sources.
- Provide accounting support for special projects and ad-hoc reporting and analysis as necessary.
- Other duties as assigned.

Critical Competencies:

- Operational experience with accounting and ERP systems.
- Work experience in a public company strongly preferred.
- Life Science and or start up industry experience a plus.



- Strong knowledge on the application of US GAAP required.
- 5 years in Finance/Accounting with general ledger/month end close experience
- Proficient in Excel.
- Proven analytical and organizational skill.
- Able to work well independently
- In-depth knowledge of accounting policies, internal controls and processes a plus.
- International experience a plus.

Behavioral and Interpersonal:

- Strong time management and organizational skills.
- Ability to work in a changing environment.
- Strong attention to detail with excellent verbal and written communications skills.
- Ability to maintain a high level of confidentiality and professionalism.
- Able to handle multiple projects in a fast paced, deadline driven work environment.
- Strong communication and interpersonal skills.
- Self-motivated problem solver.

Education Requirements:

- BA/BS in Accounting or Finance required.