

Vividion Therapeutics Staff Accountant

Vividion Therapeutics is seeking a highly-motivated and experienced Staff Accountant. Vividion is a privately held biotechnology company based in San Diego that is leveraging an innovative and proprietary chemical proteomics platform to efficiently discover novel drugs in multiple areas including oncology and immunology. As an early stage startup company, Vividion is looking for energetic and experienced candidates with a desire to work in a fast-paced and dynamic team environment. As a member of the General & Administrative department, the successful candidate will be responsible for accounting duties including general ledger, financial statements, fixed assets and accounts payable.

Essential Duties & Responsibilities:

- Perform month-end close: GL reconciliations, bank reconciliation, and journal entries
- Manage accounts payable: enter invoices (3-way match), process wire transfers, ACH and checks runs, and prepare 1099 statements
- Vendor management: point of contact for vendor related invoicing communication, filing and vendor database management
- Manage fixed assets
- Prepare financial statements: internal and external reporting, perform variance analysis
- Assist with the annual financial audit: schedule preparation, documentation gathering, research audit inquiries
- Assist in the budget process
- Process payroll
- Assist in the preparation of the annual tax return
- Other duties and responsibilities as assigned by manager from time to time

Qualifications Requirements:

- College degree in Accounting or Finance, with 3+ years of experience in Corporate Accounting
- Attention to detail, exceptional organizational skills, ability to excel in a fast-paced environment
- Motivated to grow into new tasks and responsibilities
- Proactive; able to take initiative for process and workflow improvement
- Creative thinker when addressing problems; able to provide solutions
- High level of personal integrity
- Excellent communication skills and interpersonal skills; ability to interact with all levels of staff
- Experience working in a Biotechnology company a plus

In addition to a competitive compensation package with stock options, Vividion also offers a comprehensive benefits package for our employees and their families, which includes medical, dental, life, disability insurance. For consideration, please submit your resume and cover letter referencing job SA2017.12.05 to careers@vividion.com. Vividion Therapeutics, Inc. is an EEO employer.