

## Director of Finance and Administration (Job ID #180815)

Integral Molecular is a Philadelphia biotech company specializing in the discovery and characterization of therapeutic antibodies using cutting-edge technology platforms. We are a close-knit company composed of smart, curious scientists that takes an active interest in promoting the learning and development of our team.

Our company is in an exciting growth phase where we are launching new products, expanding our team, and reaching new markets. To support our growth, we seek a Director of Finance and Administration whose responsibilities will involve day-to-day oversight, supervision, and management encompassing finance, accounting, administration, and human resources (listed below).

### Responsibilities

- Finance and Accounting
  - \* A/P oversight
  - \* A/R oversight
  - \* Coordination with external accountants and auditors
  - \* Payroll coordination
  - \* Account allocations
  - \* Banking activities
  - \* NIH grants/contracts management and reporting
  - \* Budgeting and financial planning
  - \* Coordination with tax authorities
  - \* Cash flow management
  - \* Financial reconciliations
  
- Administration and Human Resources
  - \* Oversight of admin activities
  - \* Oversight of IT activities
  - \* Oversight of hiring activities
  - \* Oversight of legal documentation
  - \* Oversight of security
  - \* Personnel management and documentation
  - \* Insurance and benefits administration
  - \* Coordination of physical space



### Required Background

Qualified candidates should have an interest in working in an independent, entrepreneurial environment. Mastery of Quickbooks, Excel, and MS Office are required, and experience with non-profit NIH grants/contracts management is highly desired. The candidate must be attentive to detail, capable of effective communication, and able to positively interact with other team members on all levels. An understanding of scientific research will be useful but is not required. The position requires a Bachelors or Masters degree in business, finance, or accounting (e.g. BS, CPA, MBA), and 5+ years of previous work experience. Integral Molecular supports employee work/life balance with flexible work hours and telecommuting options.

If you are interested, please send a resume and cover letter to [careers@integralmolecular.com](mailto:careers@integralmolecular.com) with Job ID# **180815** in the subject heading.