

## Finance and Administration Manager (part-time, full-time) (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 Finance and Administration Manager whose responsibilities will involve launching new products, running businesses, day-to-day finance and Controller-level activities, and management of administrative, HR, and IT activities. Projects will be both hands-on and supervisory.

### Responsibilities

#### Business Management

- Support R&D, Marketing, and Sales units with budgeting and forecasting
- Global business and product responsibilities, including P&L
- Help launch new products and manage Product Portfolios
- Perform financial and market analyses, including helping develop business plans

#### Finance and Accounting

- A/P oversight
- A/R oversight
- Cash flow management
- Payroll entry and coordination
- Account allocations
- Banking activities
- NIH grants/contracts management and reporting
- Budgeting and financial planning
- Coordination with external accountants and auditors
- Coordination with tax authorities
- Financial reconciliations

#### Administration and Human Resources

- Oversight of admin, IT and hiring activities
- Oversight of legal documentation
- Personnel management and documentation
- Insurance and benefits administration
- Coordination of physical space



### Required Background

Qualified candidates should have a demonstrated history of entrepreneurial activities. They should have experience managing a company and an interest in learning and growing in an entrepreneurial culture. 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 is 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; this position is expected to require 20-40 hours/week.

If you are interested in this position, please send a resume and cover letter specifying your salary requirements and desired work hours (part-time or full-time) to [careers@integralmolecular.com](mailto:careers@integralmolecular.com) with Job ID# 180815 in the subject heading