

Controller

Rec # 1025

Category: Finance

Job Type: Full Time, Exempt

Location: Ann Arbor, MI

About Us:

It's an exciting time to be a part of Celsee. We're accelerating our momentum and are quickly growing. We are a privately held company in the Ann Arbor, Michigan area, who is breaking through the traditional barriers of single-cell analysis and delivering clinical-grade technology designed to support the life sciences revolution and precision medicine. Based on a gentle, gravity-induced, micro-well isolation technique, the patented technology forms the foundation for a scalable and flexible single-cell analysis platform that makes more experiments feasible.

Summary:

We are looking for an experienced Controller who can help us take our business to the next level. Do you want to be part of a fun team that creates awesome technologies? If so, keep reading!

Job Responsibilities:

The Controller will lead the accounting and finance tasks and work closely with the CEO to lay the financial foundation for our next phase of growth. It's an executive role, charged with creating, documenting and maintaining new processes and systems to enable scaling up as we expand our business rapidly. This is a formative and exciting time as we seek to hire for and define the accounting function more fully within the company and implement increased visibility, controls and accountability into company financials and business metrics. Your technical expertise and business acumen will complement and enhance a focused team of startup professionals.

Reporting to the CEO, you will have broad responsibilities and an opportunity to have an immediate and meaningful impact on the company. You will also have an opportunity to hone and apply your accounting skills in a way that will allow you to develop CFO-level skills like financial reporting, analysis, and modeling, as well as c-level strategic thinking. We view this a great opportunity for our Controller but also expect a level of ability, ambition, efficiency, and ingenuity that will allow for such growth and future role development within our Company.

Main Responsibilities:

- Perform all accounting and financial operations including the general ledger, revenue, inventory management and cost of goods sold, AP/AR, research and development accounting, stock compensation, payroll, benefits and cash flow management.
- Prepare accurate and timely information for management and investors.
- Report monthly/year-end GAAP financial reports and internal reporting
- Interface with all internal divisions of the company and its suppliers/customers, governmental agencies, and professional service providers.

- Coordinate monthly/quarterly filings and yearly tax returns, periodic governmental filings, registrations, business and tax licenses, etc.
- Prepare year end working papers for each entity to be submitted to independent CPA firm for income tax preparation.
- Reconcile and account for stock option plans, loan agreements, royalty buyouts and other legal contracts.
- Work with Senior Management and Operations Managers to ensure financial directives are followed.
- Observe and analyze financial data on a regular basis to make pricing decisions, formulate go-to-market strategies, lower costs, increase profits, win new customers and grow the business
- Other duties that arise during the normal course of business.

Requirements:

- Bachelor's Degree in Finance, Accounting, or related area.
- Minimum five years' experience as a controller, managing financial staff

How to Apply:

For consideration, please submit CV to lori.jameson@celsee.com and mention the job description in the subject. No phone calls please. Only qualified candidates will be contacted.

Celsee is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.