



Position: Controller

Noble Life Sciences (Noble) is a preclinical contract research organization (CRO), providing services in the fields of drug, vaccine, and medical device development and testing. Services offered range from early product discovery through GLP-compliant studies for regulatory submissions. The company offers integrated preclinical drug development services including cellular and animal disease model design and development, non-GLP and GLP efficacy, toxicity, biodistribution, and product release studies in a broad range of animal species.

You can learn more about our company and our values at www.noblelifesci.com

What's in it for you:

Noble Life Sciences is a fast-growing company with opportunity for professional growth. We pride ourselves on having a team of people who are leaders in the life sciences industry. We recognize top talent and provide pathways to prosperity for those willing to put in the work. If you are looking to grow professionally, this is a great opportunity for you. We offer:

- Competitive pay
- PTO and holiday pay
- Health, Dental, and Vision insurance
- Health savings account
- Life and disability insurance
- Matching 401K
- Tuition reimbursement program

In this role you will:

- Maintain a documented system of accounting policies and procedures
- Oversee the company's accounting operations, including their control systems, transaction-processing operations, and policies and procedures.
- Responsible for the filing of quarterly and annual reports for company management
- Issue timely and complete financial statements
- Calculate and issue financial and operating metrics
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations
- Calculate variances from the budget and report significant issues to management
- Manage the production of the annual budget and forecasts
- Comply with local, state, and federal government reporting requirements and tax filings
- Monitor debt levels and compliance with debt covenants
- Ensure that periodic bank reconciliations are completed in a timely manner
- Ensure that required debt payments are made on a timely basis

- Maintain the QuickBooks chart of accounts
- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions
- Recommend benchmarks against which to measure the performance of company operations
- Manage accounting staff,
- Act as backup for all accounting functions.
- Manage the company commercial insurance program
- Work with Tax Return Preparer to insure timely filing of annual corporate tax returns.
- Any other related duties as may be assigned.

This is for you if ...

- Excellent verbal and written communication skills.
- Excellent and highly accurate math and accounting skills.
- Strong supervisory and leadership skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software, and specialized accounting software used by the organization.

Ideally, we'd like to see:

- BS in accounting,
- 10 + years' experience in increasing responsible accounting and finance role
- Ready to lead the accounting and finance functions
- Experience in a life science company a plus

Salary:

Competitive

Position Type

Full time

Where you will be working ...

On-site

Physical Requirements

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. The employee may frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds. The work

environment may consist of moderate noise (i.e. business office computers, phones, printers, and light traffic). The employee must have the ability to work in a small cubicle and the ability to sit at a computer terminal for an extended period.

Equal employment opportunity

At Noble Life Sciences, we are passionate about diversity, equity, and inclusion. Our mission is to provide pathways to prosperity for those willing to put in the work. As such, we pride ourselves in being an equal opportunity employer and encourage applications from diverse backgrounds to apply.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this position. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

*** As a condition of employment with Noble Life Sciences, you are required to provide proof that you are fully vaccinated for Covid-19. Accordingly, employment is conditioned on providing proof of vaccination prior to starting employment. Noble Life Sciences provides reasonable accommodations consistent with legal requirements ***

Qualified candidates interested in this opportunity should submit their resumes to careers@noblelifesci.com

Thank you for your interest! We really look forward to hearing from you.