



Job title: Assistant Controller
Department: Finance
Reporting to: Corporate Controller
Position Classification: Full Time, Exempt
Location: Cambridge, MA or Philadelphia, PA

Primary Role / Job Purpose

The Assistant Controller will be responsible for the accumulation and consolidation of all financial data necessary for an accurate accounting and reporting of consolidated business results, and the integrity of the general ledger. The Assistant Controller will oversee the General Accounting, Accounts Payable, and Payroll functions for all Sesen operating entities, including its subsidiary operations in Canada.

Reporting to the Corporate Controller, the Assistant Controller will lead all monthly, quarterly, and annual financial closes, supervise staff accountants, prepare technical accounting memorandum and will assist with Sarbanes Oxley Act 404(b) implementation and compliance.

Key Functions/Responsibilities

- Leads research and analysis of technical accounting issues and their application to internal and external reporting and US GAAP/SEC compliance. Communicate findings in written format, as required.
- Responsible for monthly, quarterly, and annual closes for multiple legal entities as well the consolidation of results in accordance with US Generally Accepted Accounting Principles (GAAP) and SEC Regulations.
- Oversees the general accounting, accounts payable and payroll functions within the Company. Responsible for building and leading a service-oriented team and related processes and internal controls to facilitate the flow of information, the timely processing of transactions, and the resolution of discrepancies.
- Reviews journal entries and various account reconciliations to facilitate the month end closing process, including bank reconciliations and other balance sheet account reconciliations.
- Manages monthly accrual process for the Company, ensuring all accruals are complete, accurately computed, documented, and recorded.
- Reviews clinical and commercial inventory reconciliations related to 3rd party manufacturing and distribution sites.
- Maintains company chart of accounts, including updating chart of accounts as a result of department requests for new accounts.
- Liaises with external auditors to provide requested information for quarterly reviews and annual audits, including annual statutory audits/tax returns for foreign subsidiaries.
- Assists in preparing 10-K, 10-Q and 8-K reports, including supporting footnotes for SEC filings. Prepares various supporting schedules to support the filings.
- Supports the administration of the Company's stock-based compensation programs and related financial reporting process.
- Stays current on new accounting principles, SEC and general trends in financial reporting.

- Assess and support the Company's implementation of new accounting pronouncements.
- Assists with the initial implementation of SOX 404(b) and on-going maintenance of the Company's system of internal controls. Responsible for creating and documenting processes and procedures within the finance department and ensuring on-going SOX 404(b) compliance.
- Participates in contract reviews to provide accounting guidance and ensure completeness and accuracy of accounting analyses and policies.
- Provides accounting and reporting support for business development transactions.
- Assists and supports various cross-functional projects, as necessary.
- Travel on business as necessary.

Qualifications

- Bachelor's degree in Accounting or Finance with at least 10 years of demonstrated success in accounting roles of increasing responsibility, preferably a mix of both public accounting and corporate accounting roles within a publicly traded company. CPA required.
- Strong knowledge of US GAAP, SEC Regulations and understanding of SOX 404(b) compliance.
- Prior experience leading technical accounting issues, including, stock-based compensation and fair-value accounting and analysis.
- Pharmaceutical/biotechnology industry experience in a Company with a commercialized product, preferred.
- Experience with international consolidation principles, including consolidating multiple entity financial statements denominated in foreign currency.
- Experience with general ledger systems and integrated systems for purchasing, payables. NetSuite ERP and Concur experience, preferred.
- Intermediate to advanced Microsoft Excel skills.
- Proficiency with other Microsoft applications including Word and PowerPoint.
- Process-oriented organizational skills and attention to detail.
- Ability to effectively multi-task, prioritize work, and establish and execute plans to meet tight deadlines.
- Strong team player and highly collaborative.