



Job title: Controller

Department: Finance

Reporting to: CFO

Position Classification: Full Time, Exempt

Primary Role/Position Purpose

Oversee the entire internal and external accounting function and overall day-to-day management of accounting and controls of this dynamic company. Ensure the accounting department serves the accounting needs of strategic partners, investors, the overall company and the various operating groups within the organization. The Controller role oversees the General Ledger and ensures that the monthly, quarterly and annual financial, regulatory and management reporting is completed on a timely basis and in accordance with GAAP and SEC filings. The company has locations in the US and Canada. This position is preferably located in offices in Cambridge, Massachusetts.

Key Functions/Responsibilities

- Oversee the operations of the accounting department, including optimizing the departmental organizational structure and processes to achieve department's goals and objectives.
- Manage the accounting team.
- Serve as primary contact for and manage external audit, valuation and tax service providers.
- Responsible for the Quarterly and year-end close process
- Responsible for revenue recognition.
- Drive accounting and administrative projects.
- Implement and ensure adherence to accounting policies and procedures.
- Identify and execute opportunities to increase efficiencies and improve processes.
- Perform SEC reporting, maintain internal controls for key reporting processes, and drive processes and controls towards SOX compliance.
- Responsible for preparing and presenting information to the Board of Directors/Audit Committee.
- Assist in leading policy, procedure and process development and improvements.
- Oversee equity accounting and third-party equity administration of the Sesen Bio stock option plan.
- Manage financial information systems monitoring and controls.
- Develop, implement and evolve business processes (e.g., purchase to pay) to support organizational growth/complexity.
- Assess, implement/install and maintain accounting systems and business tools.
- Oversees preparation of all public company filings for signature.



Qualifications

- Bachelor's degree and CPA required; Experience with SEC reporting required; Big Four public accounting experience preferred.
- At least 12 years of relevant experience; biotech industry, including pre-commercial to commercial launch experience preferred.
- Thorough technical accounting knowledge of issues, procedures and practices.
- Highly analytical with proven ability to identify and resolve problems with sound and accurate judgment.
- Initiative to take ownership of this key function; demonstrated hands-on execution skills.
- Able to relate and communicate effectively with executive management as well as all other functions in the organization.
- SEC financial reporting as well as clinical trials accounting experience required.
- Excellent written and oral skills.
- Proven skills and success in managing and developing accounting staff.
- Understanding of international consolidation principles, including consolidating multiple entity financial statements denominated in foreign currency
- Intermediate to advanced Microsoft Excel skills, and proficiency with other Microsoft applications including Word and PowerPoint.