



Title: Sr. Accountant

Hiring Manager: Director, Finance

Function: Finance

Location: Waltham

Position Summary:

Upstream Bio is seeking a highly motivated accounting professional to be a part of a growing Accounting and Finance team. The Senior Accountant will lead day-to-day operations and play a key role in completing the monthly accounting close process, accounts payable operations as well as the company payroll. Reporting into the Director of Finance, the Senior Accountant will be a key contributor to the team, supporting a high-growth innovative organization. The ideal candidate for this position will excel in a rapidly evolving environment, have a strong work ethic and work well in a team environment.

Key Responsibilities:

- Lead timely completion of month-end close activities through the preparation of journal entries, account reconciliations.
- Responsible for the cash reconciliation process.
- Assist with the preparation of monthly financial statements and reporting.
- Oversee accounts payable and ensure weekly payments are processed in a timely manner and in accordance with the Company's internal controls.
- Manage expense reporting tools, vendor profiles and banking information, including processing annual 1099 filings.
- Responsible for processing the Company's semi-monthly payroll and ensuring compliance with state tax requirements.
- Partner with People and Culture in onboarding process and ensuring appropriate record keeping of employee documentation.
- Manage the completion of data requests for the financial statement audits and tax compliance reporting.
- Support implementation of internal controls, including identifying process improvements and operational efficiencies.
- Assist in the purchasing process ensuring adherence to company policies and accounting treatment
- Partner with the team to complete ad-hoc reporting and other projects, as needed.

Qualifications:

- Bachelor's degree in Finance, Accounting or an equivalent qualification.
- 5+ years of relevant accounting experience.
- Biotech or pharma industry experience required; publicly traded company experience is strongly preferred.
- Detail oriented with strong reconciliation skills.



- Strong organization and prioritization skills with capability to manage multiple deliverables within agreed timeframes.
- Strong problem solving and analytical skills.
- Highly motivated, self-starter and a continuous improvement mindset with flexibility and adaptability to change
- Excellent communication skills, both written and verbally, with the ability to effectively communicate with team, vendors, and management.
- Strong understanding of accounting principles, GAAP, and internal controls for Sarbanes-Oxley.
- Experience with NetSuite, ADP WorkForceNow and Expensify preferred.

About Upstream Bio:

Upstream Bio is a public company based in Waltham, MA. We are developing verekitug, the only known antagonist currently in development that targets the receptor for Thymic Stromal Lymphopoietin (TSLP). We have advanced this highly potent monoclonal antibody into separate Phase 2 trials for the treatment of severe asthma and chronic rhinosinusitis with nasal polyps (CRSwNP) and plan to initiate development in chronic obstructive pulmonary disease (COPD). Our experienced team is committed to maximizing verekitug's unique attributes to address the substantial unmet needs for patients underserved by today's standard of care. Learn more about us at upstreambio.com.

Interested candidates, please contact:

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