

Immagina Biotechnology

Job Description

Date: Sep 13, 2022

Job Title: Junior Accountant Specialist (ID: ACC-130922)

Job Category: 1-year contract+ benefits, with option to permanent employment with immediate effect

Position:

We are looking for an ambitious Junior Accountant to provide support to the financial hub by managing daily accounting tasks to maintain order and transparency for the company's finances. You will be part of an interdisciplinary team of professionals working in the biotech sector. Preparing financial statements and reporting are a large part of the junior accountant's day-to-day work. The ideal candidate will be well-versed in accounting principles and able to work comfortably with numbers and attention to detail.

The goal is to contribute to the overall efficient operation and help the company be fully aware of its financial condition. The candidate will work close to the management under confidentiality conditions.

Essential Duties and Responsibilities:

- Post and process journal entries to ensure all business transactions are recorded
- Issue Invoices to customers and update accounts receivable
- Enter purchase invoices and perform A/P reconciliations
- Assist in the preparation of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior/external accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects
- Collaborate with all business operation units, connection units and dedicated innovation units
- Work with management and team on implementation of a Quality Management System

Specific Education, Knowledge, and/or Work Experience Needed:

- Proven experience as a junior accountant
- Excellent organizing abilities
- Great attention to detail
- Good with numbers and figures and an analytical acumen
- Good understanding of accounting and financial reporting principles and practices
- Excellent knowledge of MS Office and familiarity with relevant computer software (e.g. SAP)
- BSc/Ba in accounting, finance or relevant field

What to expect:

- Attractive salary and benefits package
- Working in a fast growing and innovative biotech start up
- Being part of an inspiring atmosphere with a young and dynamic team of scientists
- Living in Trento, the heart of Trentino and the dolomites

Application:

To apply for this position, please send your detailed CV and a cover letter to info@immaginabiotech.com