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Accounting Manager Job Description

Company

Normunity, Inc., (“Normunity”) is a biotechnology company creating a new class of precision immuno-oncology medicines, called immune normalizers, that target novel mechanisms that free the body’s normal immunity against cancer. Based on an ongoing, interactive academic-biotech alliance with the lab of Dr. Lieping Chen at Yale School of Medicine, Normunity is targeting newly-discovered mechanisms of immune disruption in cancer based on proprietary discovery platforms that elucidate the complex interactions between human cancer and the immune system. The company is advancing an emerging pipeline of immune normalizers, including initial drug programs that target mechanisms that drive the exclusion of T-cells from immune-sensitive tumors and other mechanisms that are barriers to normal immune function in cancer and expects to enter a phase 1 clinical trial in mid-2025. Normunity is located in Boston, Mass. and West Haven, Conn. For more information, please visit www.normunity.com.

The Position

Reporting directly to Normunity’s Controller, the Accounting Manager will oversee the company’s financial operations, ensure accurate financial reporting, and ensure compliance with regulatory standards in a rapidly evolving sector. The ideal candidate will have strong accounting background, experience in financial reporting and analysis, familiarity with audit procedures and procurement processes, particularly within the biotech/life science fields.

Key Responsibilities:

Financial Reporting and Analysis:

- Oversee the preparation and presentation of monthly, quarterly, and annual financial statements, ensuring accuracy, completeness, and compliance with GAAP (Generally Accepted Accounting Principles).
- Analyze financial performance and provide detailed reports and recommendations to senior management.
- Ensure proper reconciliation of accounts, including cash, accounts payable, prepaid expenses, and accrued expenses including complex R&D accruals.
- Preparation of cash reports for senior management
- Communication and collaboration with different departments and consultants and periodic reporting to department heads.

Audit Support:

- Serve as the primary point of contact for external auditors, providing required documentation and explanations
- Support the preparation and review of audit schedules, ensuring timely responses to audit requests
- Address audit findings and work with relevant teams to implement corrective actions

Regulatory Compliance and Internal Controls:

- Ensure the company adheres to relevant financial and regulatory requirements, including preparation for SOX compliance, tax filings, and industry-specific standards.
- Design, implement and maintain a strong internal control environment to prevent errors, fraud, and inefficiencies.
- Support external audit, ensuring timely and accurate responses to audit inquiries.

Accounting Operations:

- Supervise and manage the day-to-day operations of the accounting team, including cash, accounts payable, payroll, and general ledger.
- Implement best practices in accounting processes and systems to drive efficiency and accuracy.
- Prepare and process payroll, benefits reconciliations and reports to authorities

Tax Compliance and Filings:

- Partner with the tax teams to support tax filings and compliance requirements
- Support the tax team in preparation of tax credits
- Monitor and maintain compliance with states and federal tax authorities

Cross-Functional Collaboration:

- Collaborate with cross-functional teams, including finance, operations, human resources, and R&D, to support financial planning and decision-making.
- Provide financial insights and strategic advice to executives and department heads to help guide business operations and investments.
- Partner with external finance and accounting consulting teams.
- Assist with budgeting and forecasting activities as needed

Qualifications:**• Education and Experience:**

- Bachelor's degree in accounting, Finance, or related field
- 7+ years of accounting experience
- Experience in public company environment or Big 4/public accounting firm
- Strong background in the Biotech/Life Sciences industry, with experience in research & development, manufacturing and clinical trial cost tracking

• Skills and Competencies:

- Strong analytical skills with the ability to interpret complex financial data

- Experience of US GAAP and SEC regulation would be an advantage
- Proficiency in ERP, payroll and procurement systems
- Advanced Microsoft Excel skills.
- Excellent communication skills, both written and verbal, with the ability to interact effectively with all levels of the organization.
- Strong leadership, organizational, and problem-solving skills.
- Experience in financial systems implementation or upgrades.

This role is based in Boston, Massachusetts

Compensation

Normunity is prepared to offer the successful candidate a competitive cash compensation package together with attractive equity participation. Additionally, a package of benefits will be provided.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Send your resume to: ellen.forest@normunity.com