



Accounting Specialist

Atsena Therapeutics is a clinical-stage gene therapy company leveraging novel AAV capsids for the treatment and prevention of blindness caused by inherited retinal disease. We pride ourselves on being at the cutting edge of ocular gene therapeutics and on bringing them to the clinic with excellence, integrity, and urgency. Our lead programs, gene therapies for Leber congenital amaurosis (LCA1) and X-linked retinoschisis (XLRS), are currently being evaluated in Phase 1/2 clinical trials. We are also advancing additional preclinical programs to treat other forms of inherited retinal diseases.

Position Summary:

We are looking for a dynamic accounting specialist to perform detailed, operational tasks to ensure day-to-day accounting functions are accurate and compliant. Responsibilities will include accounts payable, account reconciliation and analysis, assisting with month-end closing and financial report preparation and supporting documentation for financial audits. This role is detail-oriented and requires strong computer, analytical and communication skills.

Responsibilities:

- Process accounts payable invoices and employee expense reports ensuring accuracy and compliance.
- Maintain vendor information, including organized records of all accounts payable transactions, invoices and supporting documents.
- Ensure payments are made within agreed terms.
- Maintain positive relationships with vendors, handling inquiries and resolving discrepancies.
- Prepare and file annual 1099's
- Reconcile bank statements, vendor accounts and general ledger accounts to identify and resolve any discrepancies.
- Support the month-end closing process by preparing journal entries, reconciling balance sheet accounts, performing account analysis and other related tasks.
- Provide necessary documentation and assistance for financial audits
- Ensure compliance with statutory and internal accounting procedures.
- Perform Ad Hoc duties as required.

Qualifications:

Bachelor's degree in accounting, finance, business or similar with at least 2 years of experience in public accounting or private industry. Life sciences/biotech industry preferred but not required. Knowledge of NetSuite or similar accounting ERP system preferred.



Skills:

- Proficiency with accounting software and Microsoft Excel
- Strong verbal and written communication skills
- Must be highly organized and accurate in data entry and record-keeping
- Must have the ability to analyze financial data and perform necessary calculations.
- Must have the ability to identify and resolve discrepancies in invoices, payments and account balances
- Excellent attention to detail and organizational skills, with a focus on quality
- Ability to meet deadlines and work efficiently in a fast-paced environment.

Location:

- Onsite/Hybrid, Durham, NC

