



Accountant

Vancouver

Summary

Reporting to the Director, Finance and Controller, the Accountant will primarily be responsible for assisting with the Accounts Payable function, performing all aspects of payroll administration within ADP for employees based across Canada and the United States, preparing account reconciliations and performing various accounting-related duties in support of Sierra's business objectives.

Responsibilities

- Record invoices in the appropriate accounts and cost objects and prepare related payments.
- Assist with month-end and quarter-end close in support of quarterly public reporting and assist with external auditor reviews and audits.
- Analyze contracts, review R&D work performed under contract and prepare accrual at period-end.
- Administer semi-monthly global payroll and prepare related journal entries.
- Review and process employee expenses through the payroll function.
- Complete documentation to ensure compliance with Sarbanes-Oxley requirements and assist with Sarbanes-Oxley reviews.
- Reconcile credit card statements on a timely basis and ensure appropriate coding by analyzing nature of expenses.
- Assist with special projects and various financial analysis on an as-needed basis.

Qualifications and Requirements

- A minimum of 3-4 years of relevant accounting experience is required.
- Professional designation (CPA) and previous experience with public company in the biotechnology or pharmaceutical industry is an asset.
- Advanced proficiency using MS Office, specifically Excel, including use of pivot tables and lookup functions.
- Structured, disciplined and excellent organization skills are required.
- Excellent attention to detail is a must as is proven analytical skills.
- Exceptional interpersonal and communication skills (written and oral).
- Must be able to communicate in a clear, concise and organized manner with the ability to listen to others to obtain information.
- Ability to meet deadlines and juggle multiple priorities.

How to Apply

To apply for this role, please submit your CV and cover letter in PDF format to hr@sierraoncology.com. Please indicate the position title in the subject line of your email.

We thank you in advance for your interest in Sierra. We will contact you directly should we wish to arrange a meeting to discuss this position further.