

Soleno Therapeutics

Job Description

Staff Accountant

SUMMARY OF JOB (brief description):

Soleno Therapeutics, Inc., based in Redwood City, California, is a clinical-stage biopharmaceutical company developing novel therapeutics for the treatment of rare diseases. We are seeking a highly motivated, organized and proactive individual to join Soleno Therapeutics as a Staff Accountant in the Finance Department reporting to the Director of Finance. This position will assume a hands-on role in the day-to-day accounting activities to ensure sound financial reporting. The Staff Accountant is involved with all aspects of accounting, financial reporting, processes and controls. This role will work with operations personnel and others in the organization as appropriate and interact with third party accounting and tax firms as well as financial institutions.

RESPONSIBILITIES:

- Manage all aspects of the AP function including but not limited to: processing AP through Bill.com in a timely manner, reconciliation of invoices, manage weekly check run process, contact and follow-up with vendors for bill resolution as needed, etc.
- Oversee Purchase Order log and set up vendors in system.
- Support month end, quarter end and year end close process.
- Manage and file 1099 and W9s.
- Manage the addendums of the vendor agreements and track filing of agreements.
- Work with HR in processing health insurance invoices.
- Comply with SOX requirements while performing the above tasks and participate in documentation of SOX compliant processes.
- Prepare and maintain clinical trial accounting support and analyses.
- Additional tasks as requested.

QUALIFICATIONS:

- BA/BS in Accounting or a related field.
- 3-5 years of accounting experience.
- Public accounting experience a plus.
- Basic accrual accounting knowledge (structure of financial statements, journal entries, debits/credits, etc.).
- Excellent Microsoft Excel skills, specifically with Pivot Tables and V-Look Ups.
- Experience with Accounting software, NetSuite, Sage Intacct and/or Bill.com preferred.
- Strong analytical skills and the ability to identify and implement process improvements.
- Self-motivated, deadline driven, and results oriented with superior attention to detail.
- Strong interpersonal communication skills, including written communication, that allows effective interactions across functional areas.
- Experience in life science, healthcare or technology industries preferred.

Soleno Therapeutics
Job Description

Please submit resumes to Soleno Therapeutics, Inc. at hr@soleno.life.