



## Job Details

### Director, Accounting & Reporting / Controller

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**Job Code #:** 24ACC-1DIRARC  
**Status:** Exempt, Full Time  
**Reports to:** VP, Head of Operations  
**Department:** Accounting  
**Contact:** careers@actiobio.com

#### **About Us!**

Actio Biosciences, Inc., is a drug discovery and development company grounded in the science of precision medicine. Actio is developing a portfolio of drugs to modulate the activity of proteins responsible for rare diseases with the goal to also translate these findings into treatments for common diseases with shared underlying biology. Actio has built an integrated discovery engine with deep human genetics, bioinformatics, and drug discovery expertise. Actio was founded in October 2021, and is funded by Canaan, Deerfield Management, Droia, EcoR1 and Euclidian Capital.

Join the experience of the early stages of innovation and exciting opportunities while playing a meaningful role in providing critical administrative services to support groundbreaking scientific progress that can improve the lives of people living with disease worldwide. At Actio, our employees are passionate about our work and believe in the power of teamwork, collaboration, and mutual respect for every individual, every perspective, every day.

#### **About You!**

We have an opening for a **Director, Accounting & Reporting / Controller**, to provide support to the business and serve as a business partner to the rest of the organization. The Director, Accounting & Reporting / Controller, will be responsible for planning and implementing the activities of the accounting and the financial operations team. This includes ensuring a complete and timely monthly close & accurate financial reporting process, accurate treasury management, comprehensive payroll & benefits payments, oversight of regulatory compliance, and accurate internal and external financial & management reporting. You will work independently under the direction of the VP of Operations (or as determined by the Company).

#### **You will be responsible for the following:**

- Establish and support implementation of internal controls and guidelines for accounting transactions and budget preparation.
- Oversee preparation of business activity reports, financial forecasts, and annual budgets.
- Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards.
- Responsible for tax planning throughout the fiscal year; files annual corporate tax return.
- Audit accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides the necessary information for the annual external audit.
- Present recommendations to management on short- and long-term financial objectives and policies.

- Provide financial analysis with an emphasis on capital investments, program structures, and contract negotiations.
- Ensure compliance with local, state, and federal government requirements.
- Partner with HR team on payroll management, HRIS system implementations, and preparation of payroll.
- Support build-out of equity program and transition from private to public company.
- Assist with IPO readiness work and business transformation work, including ERP implementation, and procurement system upgrades.
- Perform other related duties as necessary or assigned.

**You have the following skills and qualifications:**

- Bachelor's degree in Accounting or Finance, or Business Administration or equivalent preferred
- CPA and/or CFA or MBA preferred
- Minimum of 8 years of accounting and finance experience managing teams
- Big 4 public accounting, followed by industry experience preferred.
- Experience with data management, systems implementation, or business transformation a plus
- Life-science industry in a fast-growing company, with multiple programs required
- Recent IPO and/or SEC reporting or working in a public company environment required
- An equivalent combination of education and experience sufficient to successfully perform the job duties as listed above is acceptable

**You have the following knowledge and abilities:**

- Personal qualities of integrity, credibility, and unwavering commitment to company's values and mission.
- Proactive, hands-on strategic thinker who will actively engage within the organization and own the responsibility for internal and external financial reporting.
- Management skills with a player-coach mentality to create and promote a positive and supportive work environment within the department and for team members at all levels throughout the organization.
- Solid project management and outcomes focus, with experience managing budget development and analysis, cash forecasting, coordinating audit activities and directing all financial reporting, with strong grasp of US GAAP, its interpretation and application to applicable business transactions.
- Technology savvy, with advanced knowledge of software and technology systems, including data management protocols and best practices. Experience selecting and overseeing financial systems implementations and leading change management within an organization helpful.
- Keen analytical and problem-solving skills.
- Curiosity and growth mindset.
- Must speak/learn language of technologists, scientists, biologists, doctors, and chemists.
- Willing and desire to learn/cross-train on multiple finance and operations functions.
- Strong interpersonal skills to collaborate effectively with team members and contribute to a positive work environment.
- Ability to translate complex financial concepts/data to individuals at all levels, including presentations to senior management and other external partners.
- Exceptional verbal and written communication skills are essential.

## **Why Actio?**

The work culture at Actio fully embraces teamwork, collaboration and mutual respect. We believe that our employees are our greatest asset, and we strive to create an inclusive and empowering environment where everyone feels valued and respected for who they are. We encourage our employees to bring their unique perspectives and experiences to the table and we believe that this diversity is what makes us stronger as a team. We invest in supporting our employees to succeed both at work and at home, and we believe that a good work-life balance is essential for everyone's well-being. If you thrive in an environment where you are inspired by others and empowered to participate to your fullest potential alongside highly talented and kind human beings - - Actio is the place for you!

We are committed to ensuring all employees, both current and future, receive fair and equitable pay. Base pay is one component of the total compensation package, and is determined within a range according to role, level, and location. This provides the opportunity for growth as you gain experience and develop within a role, while also allowing for differentiation based on performance. The base pay range for this role is between **\$185,000 and \$210,000** and reflects our good faith estimate of the minimum and maximum target for the position as of the date of posting and may be modified in the future. The final base pay within the range will be determined by work location and additional factors, including job-related skills, experience, relevant education or training, and market demand for your expertise.

Benefits programs offered include:

- Medical, dental and vision insurance (employee premiums covered by Actio at 90-100%)
- Health Savings Account with a rich employer contribution
- Mental health and wellness benefits
- 401k plan participation
- Equity Incentive Plan participation (stock options)
- Life/AD&D Insurance (premiums covered by Actio at 100%)
- Weeklong winter holiday shutdown
- Generous paid time off and holiday policies
- Parental, caregiving and various leaves programs
- Flexible and dynamic work environment where unique strengths of employees at all levels are cultivated
- Regular company events and opportunities to participate in team-building gatherings and activities designed to foster open communication and engagement

Details of participation in these benefit plans will be provided with an employment offer. Actio benefits and compensation programs are subject to eligibility requirements and other terms of the applicable plan or program.

Actio is committed to building a diverse workforce and providing equal employment opportunities to all employees and applicants for employment. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

The above is intended to describe the general content of, and requirements to perform this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

To apply, please send your CV/resume and cover letter by email to: [careers@actio.bio](mailto:careers@actio.bio), and reference **Job Code #: 24ACC-1DIRARC** in the subject field.