

Job Description

Title: Accountant

Position: Permanent full-time with possibility to work 80%

Posted: 09.08.2022

Location: Wyss Center for Bio and Neuroengineering, Campus Biotech, Geneva Switzerland

About the Wyss Center for Bio and Neuroengineering, Geneva, Switzerland

The Wyss Center is an independent, non-profit research and development organization that advances our understanding of the brain to realize therapies and improve lives. The Wyss Center staff, together with the Center's academic, clinical and industrial collaborators, pursue innovations and new approaches in neurobiology, neuroimaging and neurotechnology.

The Wyss Center advances reveal unique insights into the mechanisms underlying the dynamics of the brain and the treatment of disease to accelerate the development of devices and therapies for unmet medical needs. The Center was established by a generous donation from the Swiss entrepreneur and philanthropist Hansjörg Wyss in 2014. Additional resources from funding agencies and other sources help the Wyss Center accelerate its mission.

About the Position

The **Accountant** will provide a wide range of accounting and financial support to the Center and its employees.

The ideal candidate is thorough, approachable, has good accounting knowledge, including Swiss VAT, 5+ years of experience, fluent in English, enjoys following up on projects and routine activities.

He/she will report directly to the Center's Chief Financial Officer (CFO).

Key responsibilities

In his/her position, the Accountant will have a broad set of responsibilities which includes:

- Process journal entries (including analytics) to ensure accuracy and completeness of the Center's accounting
- Manage the procurement software
- Issue invoices and update/monitor cash receipts and accounts receivable
- Prepare payment orders, process and account for cash disbursements
- Account for capital investments and manage asset inventory
- Assist the CFO with the quarterly closing and reporting according to legal and the Center's accounting and financial guidelines
- Analyze and reconcile bank statements and general ledger
- Assist with expenses review
- Update financial data in database to ensure the information is accurate and immediately available
- Prepare and submit monthly/quarterly/yearly reports and VAT returns
- Assist with other accounting tasks and projects as assigned

- Develop the relationship with vendors and partners and act as a liaison to reconcile any billing discrepancies

Required competence and experience:

- Bachelor's degree in Accounting or Finance
- 5+ years of proven experience as an accountant
- Good understanding of accounting and financial reporting principles and practices (principally Swiss GAAP)
- Fluent in English
- At ease managing all hands-on daily and routine accounting tasks
- Knowledge of Swiss VAT management
- Excellent problem-solving skills with analytical acumen
- Proficiency in Microsoft Excel and accounting software, knowledge of WinBiz an advantage
- Experience with financial planning, analysis and budgeting
- Experience with general ledger functions and the month-end/year-end close process and financial reporting
- Able to multi-task and prioritize work effectively respecting tight deadlines
- Attention to detail and able to work with accuracy

Swiss nationality or valid Swiss work permit is required

To apply, please send your CV and cover letter to HR@wysscenter.ch no later than 09.09.2022.