

Job Description

Title: Accountant

Position: Permanent / part-time (50-70%)

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

The Wyss Center for Bio and Neuro Engineering (<https://www.wysscenter.ch/>), is a non-profit organization focused on the translation of neurotechnology for human benefit. The Wyss Center's experienced multidisciplinary team from industry and academia integrates scientific, engineering, clinical, regulatory and business expertise conducting high risk, high reward projects from research to product.

The Wyss Center is seeking an **Accountant at 50-70%** (20-28 working hours per week) who will provide a wide range of accounting and financial support. The individual will report to the Center's Chief Finance Officer (CFO).

Key responsibilities:

- Process journal entries to ensure accuracy and completeness of the Center's accounting
- Issue invoices and update/monitor cash receipts and accounts receivable
- Prepare payment orders, process and account for cash disbursements
- 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
- 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

Qualifications:

- Bachelor's degree in Accounting or Finance
- 2+ years of proven experience as a junior accountant or accountant
- Good understanding of accounting and financial reporting principles and practices (principally Swiss GAAP)
- At ease to manage all hands-on daily accounting tasks
- Excellent problem-solving skills with analytical acumen
- Proficiency in Microsoft Excel and financial softwares
- 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 accuracy
- Discreet with ability to maintain a high level of confidentiality



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- Good communication in English and French
- Experience working in the life science or medical device industry is a plus

If you recognize yourself in this job description, please send your CV and covering letter describing your qualifications and your motivations to HR@wysscenter.ch no later than 18th September 2020.