

## Finance Manager

Full Time – Bozeman, MT

The Finance Manager is a key functional expert in the organization and is responsible for all corporate finance and accounting activities. This includes daily finance duties such as reconciliation, AR/AP, consolidating financial reports, auditing, and managing annual budget plans. The Finance Manager will be relied on to ensure integrity and accuracy of the financials as well as speed and efficiency of data management, financial reporting, and continuous improvement in data analytics and reporting.

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### RESPONSIBILITIES:

- The following include key functions of the role, but are not limited to:
- Oversees all corporate accounting and finance functions and activities including reporting and analysis, and financial consolidation.
- Manages and completes the month, quarter and year-end close and completes reconciliations of balance sheet accounts ensuring accuracy of our financial records
- Reviews/Prepares monthly financial reports and communicates significant variances on a timely basis, including coordinating adjustments when needed
- Plan and coordinate the activities related to the annual budget and monthly forecasting process
- Provides all necessary information to outside accountants in conjunction with the filing of federal, state, and local tax returns for the business
- Develops recommendations and implements improvements to internal controls processes striving to build a more robust Accounting and Finance department
- Process order fulfillment for new customers, including licensing and database updates, invoicing and emailing customers
- Participate with cross functional teams to help drive organization efficiency, effectiveness, and continuous improvement

### QUALIFICATIONS:

- 5+ years of financial management experience
- Bachelor's degree in finance, accounting, business studies, or a related field
- GAAP accounting knowledge and skills preferred
- Previous financial software experience (QuickBooks On-Prem preferred)
- Able to manage multiple projects with varying but stringent deadlines
- Excellent verbal and written communication skills, able to effectively interact with various levels of the organization
- Strong communication and presentation skills
- Strong analytical skills

- Advanced Excel skills

**INTERESTED?**

If you are interested in a challenging and rewarding position with an exciting company, please send your resume and letter of interest to [personnel@goldenhelix.com](mailto:personnel@goldenhelix.com).