



## Senior Accountant

**Background:** Checkmate Pharmaceuticals, Inc. is a clinical stage company that is leveraging its expertise in the field of CpG oligonucleotides to discover and develop immunotherapies designed to increase the efficacy of existing immunotherapies and to provide new treatment options for patients and their healthcare providers. Checkmate's lead product candidate, CMP-001, is an investigational cancer immunotherapeutic that has been shown to reverse resistance to PD-1 therapy in some patients. Checkmate is a publicly held company headquartered in Cambridge, MA. Additional information regarding Checkmate is available at [www.checkmatepharma.com](http://www.checkmatepharma.com).

**Location:** Cambridge, MA

## Overview

We are looking for a Senior Accountant to join and help build the Finance team to support a growing organization and exciting pipeline opportunity with CMP-001. We are looking for a team player who is comfortable working in a fast paced, entrepreneurial environment and desires to develop professionally as the team and company grow. This individual will support to the day-to-day financial accounting and reporting as well as accounts payable, equity administration, payroll, month-end and year-end close processes. The ideal candidate will bring 1-3 years of public accounting and/or corporate accounting operations experience and is familiar with SOX compliance and US GAAP accounting standards.

## Responsibilities may include:

- Support Controller and Accounting Manager with the month-end financial statement close processes, including balance sheet and income statement account reconciliations, journal entries and accounts payable processing.
- Support equity administration with the maintenance of stock option records and tracking; coordinate with HR to support payroll accounting.
- Support improvement and building of appropriate systems and efficient processes & controls to facilitate timely and accurate closing of monthly financial statements.
- Assist with the documentation of the Company's internal controls and narratives.
- Support the external reporting process to ensure that key inputs are provided timely.
- Support and interface with the external auditors on review and audit work.

- Assist with special projects and ad-hoc analysis as needed.

**Qualifications:**

- BA/BS in accounting
- CPA preferred
- 1-3 years in either public accounting or corporate accounting; biotech experience a plus
- Must possess a strong knowledge of accounting principles, including GAAP and Sarbanes-Oxley
- Attention to detail and accuracy and ability to manage timelines and deliverables effectively
- Excellent collaboration and ability to work effectively with cross functional teams
- Strong analytical and communication skills
- Thrives in a dynamic, start-up environment
- High customer-service focus
- Proficiency with general ledger software, Excel and other office tools (Outlook, MS Office, etc.)

Candidates must be authorized to work in the U.S.

This is a full-time position and is eligible for company benefits.

Checkmate is an EEO employer

Send resumes to: [careers@checkmatepharma.com](mailto:careers@checkmatepharma.com)

