



BioInnovation Labs (BioLabs), established in 2009 and headquartered in Cambridge, MA, is the premier network of co-working spaces for life science startups. We are enabling innovation to make the world a better place through interaction with the smartest and most motivated people in the world and we are seeking a Director of Finance to contribute to the development and execution of our business plan and long-term growth strategy. Through a rapidly growing network of global locations (currently ten in US and two in Europe), our collaborative lab space model is uniquely designed for scientific entrepreneurs to test, develop, grow, and commercialize their game-changing ideas. Each location supports entrepreneurial scientists with premium, fully equipped, and supported laboratory and office spaces alongside unparalleled access to capital and industry partners.

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## ROLE OVERVIEW

Reporting to the CFO, the Director of Finance, at BioLabs, located in Cambridge, MA, will hold a key strategic role in the overall management of our company, partnering with stakeholders across BioLabs, streamline and implement business processes and systems to drive our continuous growth and profitability. The successful candidate will be a strategic individual with 7 plus years of managerial accounting and financial management experience in a rapidly growing start-up environment.

## RESPONSIBILITIES

- Directing all aspects of accounting operations, overseeing all transactions related to general ledger, receivables, payables, payroll, and financial reporting.
- Analyzing company's financial results with respect to profits, trends, costs, and compliance with budgets.
- Issue regular status and ad hoc reports to senior management.
- Providing strategic guidance around capital financing options to support company growth needs.
- Developing and coordinating all relationships with lending/financial institutions.
- Developing and maintaining all necessary accounting policies and systems, including general ledger and financial reporting.
- Ensuring that records are maintained in accordance with generally accepted accounting principles.
- Assisting senior management in financial planning and results management.
- Work with other team members to understand revenue and cost drivers and define appropriate reports for tracking.
- Coordinating, preparing, and reviewing monthly, quarterly, and annual reports.
- Coordinating and/or preparing tax schedules, returns and information.
- Managing relationships with insurance providers and ensuring compliance.

- Managing all tax planning and compliance with all required federal, state, local, payroll, property, and other applicable taxes.
- Managing cash flow.
- Building and managing an accounting department as the company grows.
- Interacting with venture capital partners and board of directors.

## QUALIFICATIONS

- 7 plus years of managerial accounting and financial management experience.
- Working knowledge of GAAP and accounting standards required.
- Experience working in a growing start up environment strongly preferred.
- Recent experience scaling a finance operation.
- Bachelor's degree in Accounting or Finance. CPA preferred.
- Strong organizational skills, attention to detail, ability to prioritize and meet deadlines.
- Ability to multi-task in a fast-paced environment with fluctuating priorities and deadlines.
- Ability to work without direct supervision, and efficiently manage tasks and time.
- Merger and acquisition finance experience.
- NetSuite expertise is required.
- International experience is key.

BioLabs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**To apply for this position, please email resume to: [careers@biolabs.io](mailto:careers@biolabs.io) with subject line: "Director of Finance"**