



a new era in cancer drug development realized

Accounting/Office Administrator

Our Company

Presage Biosciences, Inc. is an innovative oncology company with an entirely novel platform for assessing new drugs and combinations to treat solid tumors. Our proprietary technology platform, CIVO™, simultaneously analyzes multiple cancer drug candidates and drug combinations within a single living tumor.

Presage is a growing, privately held company led by an experienced management team and is headquartered in the vibrant South Lake Union area of Seattle, WA.

The Role

We are looking for an Accounting/Office Administrator to be an integral part of the team who ensures the efficient operation of our accounting, finance, and office functions. This individual will also be responsible for supporting administrative and other business activities as needed. We are seeking someone motivated and hardworking who can work in the context of the bigger picture while having detailed attention to all assigned duties. As a critical member of Presage's team, you will be relied upon for being a team player that is ready and capable of doing whatever it takes to get the job done, and within a very fast-paced environment.

If you think you've got the skills to be Presage's Accounting/Office Administrator, we want to hear from you!

Key Responsibilities

- Record and verify all transactions related to the Accounts Payable and Accounts Receivable processes
- Conduct a monthly reconciliation of each bank account
- Tag and monitor fixed assets
- Assemble information for internal and external audits
- Maintain an orderly accounting filing system
- Post and process journal entries to ensure business transactions are recorded
- Ensure payroll is processed in a timely manner
- Purchase supplies and equipment as authorized by management
- Maintain office/breakroom supply levels and complete ordering and inventory in a cost-effective manner
- Manage the front office which includes providing the initial point of phone and building contact for customers, visitors, and candidates
- Handle all incoming mail and front office deliveries
- Provide flexible administrative support for the leadership team, board members, and all Presage employees which may include calendaring, scheduling, meeting preparation, travel and event planning, document preparation, and expense report generation
- Maintain a docketing system to alert team members to contractual deliverables
- Support daily office and building needs as needed

Qualifications

- Minimum of two years experience in two or more of the following fields: Bookkeeping, accounting, office administration, business payroll, customer service, administrative support; start-up environment preferred
- Degree in Accounting or Finance preferred
- Strong AP and AR or related accounting bookkeeping knowledge
- Excellent communication and interpersonal skills
- Ability to anticipate needs and maintain a high level of confidentiality
- Aptitude to learn new office operations and support needs
- Strong attention to detail and the ability to multi-task and prioritize
- Strong calendar management and organizational skills
- Excellent judgement and discretion
- Solid analytical and critical thinking skills
- Ability to adapt to changes in a fast-paced environment
- Ability to push, pull, lift and/or carry up to 20 pounds

Join Us!

If you enjoy a stimulating office environment, can cover our core hours from 9:00am to 5:00pm, and most importantly, have a passion for improving the lives of patients with cancer, come join us!

For more information, please email: hr@presagebio.com