

**Job Title:** Senior Accountant

**Location:** SenesTech Corporate Office in Deer Valley, Phoenix, AZ

**Department:** Finance

**Reports to:** Corporate Controller

**FLSA Status:** Salaried; Exempt; Full-Time

## **SUMMARY**

SenesTech, Inc. is a platform life sciences company specializing in reproductive physiology. We are currently commercializing our first product, ContraPest®, a liquid fertility-management bait that will profoundly change the world via animal pest population management. We are currently applying our revolutionary technology to the control of rats in both agricultural and urban settings. To learn more, visit our website at [www.senestech.com](http://www.senestech.com).

We are seeking candidates who are passionate, experienced, and driven to exceed expectations. The Company offers ambitious compensation, as well as; extra ordinary benefits including medical, dental, and vision; vacation time; family and pet friendly environment; and more.

Our Senior accountant will be required to maintain our general ledger; generate and interpret financial records and statements for management; and analyze financial data to prepare financial reports and prepare budget forecasts. They will maintain records of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization and be responsible for investigating budget and variance issues, as requested by the Accounting Manager.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs month/quarter/year-end close activities, including preparation of financial statements, GL account reconciliations, and reviews & assesses accruals and allocations to ensure all financial transactions are properly recorded.
- With the Corporate Controller, prepares and coordinates audit schedules for external auditors on a quarterly basis.
- Day-to-day general accounting activities, such as posting cash receipts and posting invoices/accounts payable activity.
- Prepares account analysis to review monthly/quarterly variances between actual and budgeted expenses and to ensure expenses are posted to correct accounts.
- Sales invoice preparation and accounts receivable reconciliation.
- Manages fixed assets.
- Assist in tax compliance reporting – 1099s, property tax returns, sales and use tax returns.
- Prepares schedules for external tax preparer for the federal and state tax returns.
- Assists with internal controls and procedures (SOX), including documentation and testing.
- Under the direction of the CFO, manages transactions and day-to-day interactions with the transfer agent.
- With counsel and the CFO, prepares required SEC filings (Forms 3, 4, 5, and 8K)
- With Treasury, maintains the capital table and associated shareholder documentation.
- Works on special accounting and treasury assignments and ad-hoc reporting as the need arises.

**EDUCATION AND EXPERIENCE:**

- BA or BS in Accounting or Finance required; CPA or CMA preferred.
- 4+ years progressive accounting experience including month end close processes.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work independently with high level of accuracy; ensuring compliance with internal and external controls commiserate with HR and accounting business practices.
- Strong interpersonal skills while working with internal and external customers.
- Ability to work in a diverse and collaborative environment, often with shifting business priorities as we grow into a corporate business structure.
- Professional and proactive demeanor
- Excellent written and verbal communication skills
- Proficient knowledge in QuickBooks and Microsoft office Suite including 365 platform. Other Microsoft platforms and integrations to accounting systems are a benefit.

**PHYSICAL DEMANDS AND TRAVEL REQUIREMENTS:**

- Most working hours are in an office setting, either working independently or meeting with team members.
- Most work is performed while sitting or standing at a desk with a computer. Ability to lift 35 pounds required.
- Ability to use standard office equipment including computer, desk or cell phone, copier, and fax machines.

**COMPENSATION**

\$50,000-\$60,000 per annum. DOE. SenesTech is a publicly traded company and stock options may also be available as supplemental, performance-based compensation.

\*\*\*

SenesTech is an equal opportunity employer with a commitment to diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.

SenesTech conducts background, reference, and driving record checks on all final candidates.