

## JOB DESCRIPTION

<b>Job Title:</b> Accounting Supervisor	<b>Reports To:</b> Chief Financial Officer
<b>Level:</b> N/A	<b>Incumbent:</b>
<b>Date Prepared:</b> 2022-10-21	<b>Author:</b> N/A
<b>Revision Number:</b> 1	<b>Supersedes:</b> 2021-02-25

### 1. JOB SUMMARY

Accounting Supervisor is to drive the financial planning of the company. Accounting Supervisor establishes and executes business development and financial strategies to ensure the ongoing viability of the organization.

### 2. DUTIES AND RESPONSIBILITIES

#### 2.1. KEY ACTIVITIES

- Partner with the CEO to strategize and execute key operational plans with the idea to lead the business forward through rapid growth and expand operations on a global scale;
- Provides leadership and guidance to implement standardized company-wide approaches in budgeting, audit, tax, and accounting principles.
- Ensure compliance with GAAP, and other regulatory requirements
- Effectively manage, lead and develop the finance team through consistent development opportunities and personal mentorship
- Establish and implement both long and short-term goals and objectives for the Finance Department and the business, overall
- Accountable for all financial reporting and documents to be presented to the CEO and the Board of Directors
- Perform risk management by analyzing all of the organization's liabilities and investments
- Decide on investment strategies by considering cash and liquidity capabilities and risks
- Control and evaluate the organization's fundraising plans and capital structure
- Ensure cash flow is appropriate for the organization's operations
- Manage vendor relationships
- Prepare accurate and reliable reports for submission to other managers, stakeholders, external analysts etc.
- Construct annual/monthly/weekly reports on revenues, profits and expenses
- Prepare and submit forecasting reports
- Set up and oversee the company's finance IT system

#### 2.2. INTERACTION

This position Supervise all controllers, treasurers, accountants etc. to ensure efficient work progress. It also requires daily interaction with Facility Manager and research staff.

### **2.3. AWARENESS**

Accounting Supervisor will be responsible for identifying and reporting possible sources of error by examining records of data, observing procedures, and/or other applicable methods consistent with company policies.

### **2.4. COMMUNICATION**

Communications will be with all personnel. Verbal communication is required to provide instructions for work, to coordinate activities, to communicate results and problems, and to participate in the planning and scheduling of work, resource and equipment use.

Written communication is required for all documentation relevant to the management of the facility including accurate and detailed recording of procedures, reporting results and following up on employee reviews. Reading and comprehension of written protocols and manuals is necessary to maintain an understanding of the research procedures and techniques.

### **2.5. RESPONSIBILITY FOR THE WORK OF OTHERS**

Accounting Supervisor will be responsible for the work of subordinates, to ensure industrially acceptable levels of performance and deals with any concerns.

### **2.6. RESPONSIBILITY FOR THE CARE OF INDIVIDUALS**

Accounting Supervisor will be responsible for enforcing company policies aimed to ensure the safety and well-being of InterVivo Solutions employees.

### **2.7. RESPONSIBILITY FOR FINANCIAL RESOURCES**

Accounting Supervisor will provide suggestions and strategy for improving efficiency of or decreasing potentially unnecessary financial obligations and costs

## **3. WORKING CONDITIONS**

### **3.1. ENVIRONMENT**

Work is generally performed in a well-lighted, heated and/or air conditioned indoor office setting with adequate ventilation. Light physical activity performing non-strenuous daily activities of an administrative nature.

### **3.2. RISK TO HEALTH**

There may be the occasional exposure to small quantities of toxic irritant or corrosive chemicals. There may be exposure to zoonotic diseases.

## **4. PHYSICAL REQUIREMENTS**

### **4.1. PHYSICAL DEMANDS**

The incumbent of this position will work in an office environment as well as oversee operations at the laboratories. The demands of this position include: sitting, standing, or a combination for extended periods of time. This position requires the ability to move between labs and the office

areas. Other demands include but not limited to oral, written, and presentation/communications skills

#### **4.2. PHYSICAL DEXTERITY**

Agility, accuracy and consistency will be required and to move between locations within and amid facilities effectively on some occasion. Manual dexterity sufficient to reach/handle items and work with the fingers

### **5. SKILL AND KNOWLEDGE**

#### **5.1. EDUCATION**

- 12 –15 years total combined experience in progressive financial roles
- MBA or Business Degree in Finance
- CA, CMA, CGA designation

#### **5.2. EXPERIENCE**

- Computer literacy and proficiency with MS Office or equivalent
- Customer focus and ability to work under pressure
- Highly organized and detail oriented
- Exceptional ability to maintain a high level of confidentiality at all times
- Excellent interpersonal and time management skills
- Ability to multi-task and direct subordinates

#### **5.3. CONTEXT**

- Knowledge of accounting and reporting practices as per GAAP, applicable federal, state and local regulatory laws, securities regulations and rules for financial and tax reporting
- Knowledge of all aspects of the Finance and Accounting functions of the organization
- Knowledge of financial implications on business activities
- Knowledge of processes for financial forecasting, budgets and consolidation and reporting to the Company.
- Knowledge of general office software, particularly the Microsoft Office Suite
- Expert Knowledge of Quickbooks

#### **5.4. SPECIALIZED KNOWLEDGE**

- Knowledge of general management and human resource practices
- Knowledge of occupational health and safety practices
- Knowledge of the basic principles of scientific research
- Familiar with the following acts and regulations: ISO Guide 17025 (1990), GLP Code of Federal Regulations, CCAC guidelines and policies and the Animals for Research Act
- Knowledge and understanding of InterVivo Solution's Standard Operating Procedures
- Knowledge of computers, including word processing, spreadsheets and databases

### **6. APPROVAL**

By signing I acknowledge I have read and understood the terms of this job description, and that I agree to and that I am physically and mentally able to comply with requirements of the described position.

\_\_\_\_\_

Incumbent

Date

---

Management

---

Date