

Staff Accountant

As part of our expansion of our US operations just north of Boston, we are looking to reinforce our Finance team with an additional **Staff Accountant**. This position will be involved in accounting operations, including cash disbursements and application, fiscal reporting, accounting and account analysis, intercompany accounting, and internal controls. This position will help drive the month-end accounting close process including journal entry preparation, account reconciliations, and preparation of financial statements.

We are in the process of moving to our new Corporate Headquarters in Woburn, accessible by commuter via the Anderson Regional Transportation Center.

A sample of possible activities in this role include:

- Reconcile cash accounts and related activity to G/L Prepare supporting analysis and documentation to support compliance.
- Manage employee credit card applications, charges, and statement reconciliations
- Monthly balancing and reconciliation of general ledger accounts.
- Manage fixed assets accounting. Reconcile invoices, prepare information for input to fixed asset system. Prepare monthly roll forward report and monitor controls including physical asset count.
- Perform the processing of functional and benefits expense allocations, monthly accruals, amortization of prepaid expenses, fixed asset depreciation, and inventory recording of adjusting and reclassification journal entries.
- Perform general accounts analysis and reconciliations, including bank statements, revenue, COGS, fixed assets, employer's benefit costs, accruals and prepaid expenses.
- Assist in the preparation of financial reports such as financial statements, fiscal account reconciliation reporting to Corporate Finance, US tax reporting.
- Support the external auditors in periodic testing and account analysis requests.
- Maintain internal controls documentation. Enhance documentation and understanding of accounting processes.

The ideal candidate will have:

- Bachelor's degree in Accounting or Finance
- 3+ years of experience working in accounting and/or finance functions; CPA or public company experience preferred
- Thorough knowledge of general ledger accounting and underlying processes
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Demonstrated experience with general ledger functions and the month-end/year-end close process
- Demonstrated experience in the preparation of financial statements
- Hands-on experience with ERP based accounting software packages
- Advanced Excel skills
- Experience in the life sciences industry preferred

ABOUT BIOFRONTERA

Biofrontera is a biopharmaceutical company specializing in the development and commercialization of dermatological medications and medical cosmetics. By focusing on photodynamic therapy, intensive knowledge of this therapy form has been built up over the years and the company has become an expert in this area. No other company worldwide has made the further development of photodynamic therapy of skin diseases its objective in a comparable manner. Our most important products include a prescription-only medication to treat non-melanoma skin cancer and its precursors with photodynamic therapy. Our medication has been marketed in the EU since 2012 and in the USA since May 2016. The company was founded in 1997 by today's CEO Prof. Hermann Lübbert. Biofrontera AG is listed on the Frankfurt Stock Exchange (Prime Standard), and, since February 2018, on the US NASDAQ Capital Market.

In addition to career growth and the opportunity to deliver on an important mission to advance the field of photodynamic therapies and improve dermatological treatment options for patients, Biofrontera offers a comprehensive benefits package, including:

- Medical/dental/vision insurance and health care flexible spending account
- Competitive base salaries, short-term and long-term incentive programs

- Competitive 401(k) match, vacation and holiday time-off
- Short/long-term disability and life insurance

Please send your resume by email with the subject line Biofrontera Inc Recruiting – Staff Accountant to: USPositions@biofrontera.com (as a Word or pdf document).

www.biofrontera.com