

	Description
Function	GL Accountant
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne careers@acimmune.com
Percentage	100 %
Reporting Line	AVP Finance
Company Profile	<ul style="list-style-type: none"> AC Immune is a clinical stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases 140+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ AC Immune SA is a progressive, equal opportunity employer
Job description	The GL Accountant is an important member of the Finance Department of AC Immune. They perform routine clerical accounting and bookkeeping duties following established procedures under the supervision of AVP Finance. They work cross functionally across the organization and are involved in all aspects of the financial closing process.
Key Responsibilities	<ul style="list-style-type: none"> Assist and lead elements of the monthly, quarterly, and yearly closing process for all AC Immune legal entities. Coordinate key elements of the general ledger accounting such as, but not limited to accruals, prepaids, and bank reconciliations. Oversee CAPEX process and fixed asset accounting. Manage overall general ledger and chart of accounts in SAP ByDesign. Assist in the preparation of notes for financial reporting under IFRS and Swiss Code of Obligations. Prepare and submit tax returns (withholding, VAT, annual taxes) and support in corporate tax declarations. Assist in the procure-to-pay process, including approval of shopping carts/purchase orders, involvement in payment runs, e-banking uploads, and accounts payable process. Assist with SOX compliance, audits, and governmental surveys. Document and follow SOX procedures. Assist finance group with internal budget and analytical reporting initiatives, and other special projects.
Qualifications & Skills	<p><i>Required:</i></p> <ul style="list-style-type: none"> Relevant clerical/accounting experience; combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved Knowledge and understanding of bookkeeping practices and principles Skills in maintaining accounting and bookkeeping records Skills in both verbal and written communication Understanding, with the desire to learn more, of IFRS, Swiss GAAP and internal controls. Confirmed knowledge in MS Office applications (Word, Excel), and accounting software (SAP is desired) <ul style="list-style-type: none"> Personal features include: <ul style="list-style-type: none"> Demonstrated ability to synthesize, analyze and communicate key information Strong interpersonal skills for building networks with key experts and ensuring the interface with internal departments Ability to adapt priorities to meet company needs while maintaining effectiveness Leadership and project management skills Good spoken and written English and French are required