



**Thrive Bioscience, Inc. - Senior Accounting Manager / Assistant Controller**  
*(Contractor Position or Part-time Employee)*

- **Job Title:** Senior Accounting Manager / Assistant Controller.
- **Position Manager:** Thomas Forest Farb-Horch, CEO.
- **Time / Type of Position:** Contractor or part-time with an average of 35 hours per week (can lead to a full-time and permanent position).
- **Company Location:** Boston area (headquarters in Beverly, Massachusetts).
- **Position Location:** Hybrid. Majority of work can be done from home or remote location. Preference for individual to be in office at least once per week.
- **Compensation:** Compensation is commensurate with experience, track-record, location, skills, and education.
- **Contact for Additional Information:** Thomas Forest Farb-Horch, CEO, tom@thrivebio.com

**Position Summary:**

The position is responsible for producing financials, AP, A/R, purchasing, budgeting, payroll, and taxes. The position requires on average 35 hours per week as a part-time employee or as a contractor (can lead to a full-time and permanent position). The position reports to the CEO and the working location is hybrid – a majority of work can be done from home or a remote location. However, there is a strong preference for an individual to be in the Company’s headquarters (Beverly, Massachusetts) at least once per week. This person in the future has the opportunity for supervising other staff, but is currently the sole person in this function. The successful candidate is well organized, flexible, energetic professional who enjoys wearing multiple hats. No travel is required other than to the Company’s headquarters. Compensation is commensurate with experience, track-record, location, skills, and education.

**Accounting Responsibilities:**

- Produce budgets, monthly financials, and year end financials and track against budget.
- Perform banking, wire transfers, payables/bill paying, conduct all accounting for the company including producing monthly financials.
- Manage purchasing and bill payments, including relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time.
- Track payments and dates under contracts, including employee agreements.
- Point person for equipment purchasing and leasing and coordinate with IT on office equipment.



- Process expense reports, review travel by employees, and expenses against budget.
- Provide reports on inventory and costs of manufacturing.
- Assist in preparation of taxes.

#### **Job Required Qualifications:**

- At least 6 years' experience of accounting in or for small and medium sized manufacturing companies.
- CPA and/or prior employment in an accounting firm required.
- Must have at least a Bachelor's degree.
- Must have experience in preparing GAAP financial statements and in cost accounting.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong knowledge of QuickBooks, expense software, manufacturing /inventory software, Excel, Word, and PowerPoint.

#### **About Thrive Bioscience:**

Thrive Bioscience ([thrivebio.com](http://thrivebio.com)) was founded in 2014, is located in the Greater Boston Area (Beverly, MA) and has 24 employees. Thrive manufactures and sells to researchers a family of instruments with extensive software tools that provide previously unavailable live cell imaging, analytics, and automation for reproducible cell culture and breakthrough insights. Thrive's products enable biologists to deliver reproducible cell culture and experiment results by leveraging microscopy, robotics, and fluidics to automatically capture, and build a database of terabytes of high-resolution images and data. The principal markets are drug discovery, drug development, regenerative medicine, basic research, and infectious disease research.

**Qualified candidates please respond to [tom@thrivebio.com](mailto:tom@thrivebio.com).**

*All qualified applicants will receive consideration for employment without regard to race, creed, religion, color, national or ethnic origin, citizenship, sex, sexual orientation, gender identity and expression, genetic information, veteran status, age or disability status.*