



## **JOIN OUR TEAM, CREATE A FUTURE FOR EVERYONE**

Our team is the core of our mission to transform cancer treatment by expanding worldwide access to proton therapy – an advanced form of radiation therapy. We are always interested in hearing from anyone who shares our vision and believes that they can advance our mission.

### **Assistant Controller**

Regular, Full-Time

North Reading, MA

### **Summary**

ProTom's flagship product is the Radiance 330® Proton Therapy System ("Radiance 330"). This cutting-edge radiation therapy system uses a synchrotron to generate, transport, and steer high-energy protons to treat with sub-mm accuracy. The Finance Team is seeking an experienced Assistant Controller to support the company through the next exciting stage of its growth. Under the direction of the VP of Finance and Accounting/Controller, the Assistant Controller provides the executive management team with financial information by researching and analyzing accounts; preparing financial statements; and developing and updating financial models.

ProTom welcomes applicants from any point of origin; however, the position requires residence within commuting distance of the job site. No relocation benefits are included in the position.

### **Job Functions and Responsibilities**

- Record financial related transactions in Company accounting systems, including setting up vendors, processing accounts payable and recording customer payments
- Perform bank reconciliations on all accounts
- Preparation of monthly, quarterly and annual financial statements and compare to budget; analyze variances
- Assist in annual budget process and external audits
- Process purchase orders, track receipt of items purchased and process payment
- Track project costs and analyze variances to projections



- Build and maintain various Company financial models/pro forma projections
- Assist in payroll processing and expense management

## **Education and Experience**

- Bachelor's degree in accounting
- CPA preferred
- Minimum of 5 years of experience in public accounting or public accounting & industry combined
- Strong Excel modeling skills
- Detail-oriented
- Data analysis, critical thinking and problem-solving skills
- Ability to manage multiple priorities
- Schedule-orientated (able to consistently maintain schedules and meet deadlines)
- Superior knowledge of accounting and business related software (MS Windows, MSOffice, Sharepoint, NetSuite)
- Excellent interpersonal skills
- Ability to work within the 'team' concept

## **Working Conditions**

- Work is primarily performed in an office environment.