



Thrive Bioscience, Inc. -- Controller

Job Title: Controller

Manager: CEO & President

Location: Northeast, Mid-Atlantic, Midwest

Compensation: Salary commensurate with experience, track-record, education and location; up to 50% additional variable compensation, equity, and excellent benefits

Contact for Additional Information: careers@thrivebio.com

Type of Position: Part time with average 30 hours per week. Excellent opportunity to grow into a full-time position within six to nine months. Position can be as a contractor or as a part-time employee.

Location: Position is located in the Boston area with about two-thirds of the employee's time in the Company's main office in Beverly, Massachusetts and the remaining one-third to be performed remotely from home.

Compensation: Base salary of \$100,000 to \$125,000 annualized to be pro-rated for amount of time worked. Actual compensation will be commensurate with experience, track-record, and education. Equity and excellent benefits are available in addition to salary.

Position Description and Responsibilities:

- Financial statements
 - Produce quarterly and annual financial statements
 - Prepare company for an audit of 2023 (requires reviewing and revising historical financials)
 - Implement cost accounting system
 - Implement equity-related accounting and software such as Carta
- Budgeting and cash forecasting -- Prepare and report on budgets and cash flow forecasts



- Tax filings -- work with outside tax preparation firm
- Support sales cycle -- quotations, purchase orders, shipments, and collections
- Assemble documentation – organize legal and accounting documentation
- Human Resources --
 - Assist with offer letters, reviews, benefits selection
 - Process payroll
 - Develop and maintain company policies

Required Experience of Candidate:

10+ years of experience in accounting positions that includes responsibility for the preparation of financial statements on a GAAP basis in a manufacturing environment (preferably combined hardware and software system) and the supervision of other accounting staff. Must have some cost accounting experience.

Desired Additional Experience of Candidate:

CPA is strong plus. Previous experience in a company that manufactures scientific/R&D instruments or computer systems is a strong plus.