

## Job Description: Financial Controller - Europe

### The Top Line

Unchained Labs is building the next cool life sciences instrumentation company and we need a high energy Financial Controller to help support our business in Europe. We are looking for an individual who is detail oriented as well as possesses the ability to work under pressure in order to meet strict deadlines. The position will be based in Ghent, Belgium and contribute to the overall success of the organization by effectively managing all financial/accounting functions in the European region.

Reporting to the Director, Finance (in San Francisco Bay Area, California), your work will include:

### Responsibilities

- Manage daily accounting operations for our European operations, based in Belgium (Ghent), which includes offices and personnel in UK and Germany
  - Maintain A/R, A/P, GL, Revenue and Cost reporting, and Intercompany positions
- Support month-end accounting close process
- Ensure compliance on all tax related matters: including VAT filings, and other taxes
- Prepare monthly financial reporting package, including revenue, P&L and Balance Sheet, to report to the U.S. parent company
- Work closely with U.S.A accounting team, to provide updates on operational performance
- Oversee monthly payroll and expense reimbursement processing for employees
- Oversee Belgian order management function
- Interact with customers and suppliers for timely processing of invoices and payments
- Manage office administrative staff to ensure smooth operations
- Develop and document business processes and accounting policies to maintain and strengthen internal controls

### Qualifications

- Degree from University in Accounting or Finance
- 5+ years of accounting experience required, including experience working for an international company with intercompany transactions (headquartered in USA a plus)
- Fluency in Dutch and English
- Thorough knowledge of accounting principles and procedures (BE GAAP/ IFRS / US GAAP)
- Knowledge of internal control principles
- Strong interpersonal, organizational, communication skills
- Ability to solve practical problems and deal with changing variables in uncertain situations
- Proficiency with Microsoft Office applications and ERP systems – experience with NetSuite a plus

Title and compensation will be commensurate with experience level.