



Job Title: Staff Accountant & Human Resources Specialist

Blaze Bioscience is the Tumor Paint Company® developing technology to improve surgery through real-time, high-resolution visualization of cancer. Our first Tumor Paint product candidate, BLZ-100, is being evaluated in a pivotal clinical study in pediatric brain cancer. We are seeking a motivated, organized and efficient individual to join our team as a Staff Accountant/Human Resources Specialist. This is an ideal role for an up and coming accounting professional looking for a broader range of experience. The Staff Accountant/ Human Resources Specialist will support accounting activities and employee benefit programs of the company. Prior accounting experience and solid knowledge of GAAP is required for this position. This is a full-time position reporting to the Executive VP of Finance and Operations.

This position will have responsibility for:

- Perform accounts payable and payroll functions.
- Track project expenses and ensure timely payments to external service providers.
- Support monthly close process by preparing journal entries, account reconciliations, accrual and prepaid expenses, financial statements and supporting schedules.
- Maintain fixed assets ledger and monthly depreciation schedules.
- Assist in the preparation of tax schedules.
- Assist with external audits.
- Maintain employee records.
- Administer employee benefits, including health, disability, 401(k); flexible spending accounts; paid time off.
- Manage timekeeping system.

Candidates should have relevant education and experience, including:

- Bachelor's degree in Business or a related field; degree in Accounting is preferred.
- 1-2 years of accounting experience; experience in a small company setting is preferred.
- Knowledge of GAAP and accounting standards.
- Solid understanding of the operation of financial information systems (general ledger, timekeeping, payroll, accounts payable, assets, etc.); experience with QuickBooks Online is preferred.
- Strong Excel skills; proficiency with other Microsoft Office applications.
- Strong attention to detail.
- Ability to prioritize, organize, problem-solve and manage time effectively to meet deadlines.

To apply for this position, please send your CV with cover letter to:

Blaze Bioscience, Inc.
Attn: Human Resources
530 Fairview Avenue N, Suite 1400
Seattle, WA 98109
Email: careers@blazebioscience.com

Blaze Bioscience, Inc. is an Equal Opportunity Employer.