


Corporate Accountant

 Lunaphore Technologies SA

 Tolochenaz (Vaud), Switzerland

Job title: Corporate Accountant

Reports to the: VP Finance

Activity rate: Full-time (100%)

Type of contract: Permanent

Start date: Asap

Duration: Indeterminate

About our company

Lunaphore Technologies is a company born with the vision of accelerating cancer research, by making spatial biology mainstream in every research laboratory. We build solutions that simplify technology adoption for discovery and translational research laboratories and empower researchers to develop better targeted treatments for cancer and other diseases. Lunaphore is seeking a highly motivated candidate to join our team and contribute directly to the development and growth of the company.

Job overview

We are looking for a Corporate Accountant to be responsible for the day-to-day accounting as well as the monthly and yearly closing activities of the company. This person will also be responsible for integrating the accounting into the company's ERP system and be ready to join a hard-working team, passionate about taking Lunaphore to the next level.

Responsibilities and duties

- Providing financial information to management and preparing reports.
- Integrating accounting procedures and activities from stand-alone accounting software into the ERP system.
- Processing and payment of incoming bills, including expenses and credit cards.
- Sending out invoices to customers and collecting payments.
- Payments of payrolls and coordination with HR.
- Bookkeeping with month-end reconciliation and preparing financial statements.
- Year-end closing and audit.
- Quarterly VAT declarations.
- Yearly tax declarations.
- Tracking of amortization and inventory control.
- Coordination with external fiduciaries for consolidation.
- Support on specific transaction accounting.

- Contribute to maintain and improve the quality system in order to comply with all applicable regulation and standards, especially with ISO 9001.

Required qualifications

- Swiss Federal Accounting diploma or equivalent.
- 2+ years of experience in a similar position in Switzerland.
- Experience with Winbiz is a strong plus.
- Experience with Microsoft Accounting tools environment is a plus.

Required soft skills

- High attention to details.
- Analytical mindset.
- Good Excel skills.
- Fluency in English and French.
- Ability to manage deadlines and work under pressure.

We offer

- A young and strong-growing high-tech company.
- A diverse and international working environment with a strong network.
- A highly interactive team with strong personal and technical qualities.
- An environment where you can have a real impact.
- An environment where you will have the place to grow professionally and personally.
- An ambitious project within a young and strongly growing high-tech scale-up.
- A diverse and international working environment with a strong network.
- A highly interactive team with strong personal and technical qualities.


How to apply

Send your complete application through human.resources@lunaphore.com

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