

# Massachusetts

## LIFE SCIENCES CENTER

The Massachusetts Life Sciences Center (MLSC) is an economic development and investment agency with a mission of supporting the growth and development of the life sciences in Massachusetts. Through public-private funding initiatives, MLSC supports innovation, research and development, commercialization, and manufacturing activities in the fields of biopharma, medical device, diagnostics, and digital health. As a quasi-public agency, MLSC also offers programs that fund innovation-driven economic and workforce development initiatives in Massachusetts.

The MLSC's mission is to serve as the "hub" of the Massachusetts life sciences ecosystem, encourage innovation through investments in good science and good business, strengthen and protect Massachusetts' global leadership position in the life sciences, accelerate the commercialization of promising treatments, therapies, and cures that will improve patient care, and create jobs and drive economic and STEM workforce development.

**Job Title:** Accounting Intern

**Department:** Finance

**Reports to:** Finance Manager

### **I. PURPOSE OF THE JOB**

This part-time paid internship will report to the Finance Manager supporting the Center's Finance team. This position is ideally suited for a student who would like to pursue a career in Accounting and Finance and gain exposure to both the Life Sciences and Government industries. Our office is located in Waltham, MA but all staff are temporarily working remotely during the COVID-19 pandemic.

### **II. FUNCTIONS AND RESPONSIBILITIES**

- Assist with weekly accounts payable processing.
- Assist with month-end close including journal entries in NetSuite.
- Perform monthly credit card reconciliations.
- Perform monthly review of the Center's financial statements, including general ledger accounts analysis.
- Perform financial analysis and review of the Center's Accelerator Program portfolio companies using KPI metrics.
- Assist grant compliance managers in reviewing grant reimbursement submissions.
- Assist with the administration of the Center's Tax Incentive Program.
- Assist with various systems projects in NetSuite and Adaptive including program management set up.
- Perform other related duties and assist with projects as may be assigned or requested.

**III. SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**IV. KNOWLEDGE AND SKILLS**

- Recent graduate or currently pursuing an Accounting or Finance degree.
- Must have high level of interpersonal skills, be able to maintain confidentiality and possess good judgment.
- Strong attention to accuracy and detail.
- Must be pro-active and eager to learn.
- Must have excellent verbal and written communications skills.
- Proficient in Microsoft Office and possess intermediate Excel skills including use of Pivot Tables and LOOKUP functions.

**V. EXTENT OF PUBLIC CONTACT**

- May have contact with outside vendors and companies.

**VI. WORK ENVIRONMENT**

- Position available from January to June 2021.
- Potential to extend to end of August 2021.
- Salary: \$17 /hour.
- Must be able to work 20 hours per week.
- Working remotely

To apply: Please send a resume and cover letter to Ciara Murphy at [cmurphy@masslifesciences.com](mailto:cmurphy@masslifesciences.com)  
Subject line: Accounting Intern