



Position: Financial/Budget Analyst

Reports to: Vice President of Finance

Location: Waltham, Massachusetts

Position Summary:

The Financial/Budget Analyst is a key member of our finance team and is responsible for multi-departmental budgeting requirements. The Financial/Budget Analyst will perform professional level work in analyzing budgetary data, budgetary requests, and interpreting and applying budget guidelines. This will include assisting finance with the management of third party contracts and related monthly accounting.

Key Responsibilities Include:

- Plans and carries out budget procedures for one or more departments including monthly monitoring of department expenditures and communicates monitoring status to management; assists departments in the preparation of department budgets and budget materials; reviews and makes recommendations on department budget proposals; assists in the development of multi-year forecast estimates for department expenditures and revenues; reviews department performance measures. Assists with monitoring of contracts and related monthly accounting for services performed by third parties.
- Develops and maintains budget monitoring models and coordinates production of the formal monitoring report.
- Assists department(s) in preparing proposals and contracts, agenda items and supporting information; explains policies and procedures; and gives advice on management issues.
- Provides support for finance team and assists with special studies that require data compilation; analyzes and interprets information in oral and written presentations.
- Assists, as required, in the preparation of the organization's forecast.
- Other duties as assigned.

Education, Registration & Certification:

- Bachelor's degree in business, accounting, finance or similar field, and relevant work experience.

Experience:

- 4 – 6 years of related experience
- Prior experience in the Bio-tech industry and public accounting is preferred



Skills, Knowledge & Abilities:

- Comfortable working independently with supervision
- Strong financial management capabilities
- Highly organized, results driven, problem solver
- Superior written and oral communication skills and the ability to work with different levels of management
- Highly motivated with the ability to be flexible in a fast-paced environment

Physical Demands and Work Environment:

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Benefits and Perks:

Apellis offers a great benefit package which includes: health insurance with full premium coverage, 401K with company match, paid time off (PTO), long-term disability insurance, life insurance and more! Visit <http://apellis.com/careerbenefits.html> to learn more.

Company Background:

We are a clinical-stage biopharmaceutical company focused on the development of novel therapeutic compounds to treat disease through the inhibition of the complement system, which is an integral component of the immune system, at the level of C3, the central protein in the complement cascade. We believe that this approach can result in broad inhibition of the principal pathways of the complement system and has the potential to effectively control a broad array of complement-dependent autoimmune and inflammatory diseases.

Visit <http://apellis.com/about.html> to learn more.

EEO Statement:

Apellis is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws. Apellis strictly prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, genetic information, marital status, AIDS/HIV status, smoker/nonsmoker, and occupational pneumoconiosis or any other characteristic protected under applicable federal, state or local law.