

FINANCE & ADMINISTRATIVE COORDINATOR

Lantern Pharma is seeking a meticulous and highly-organized Finance & Administrative Coordinator in the Dallas, TX area to assist with advancing and further organizing and streamlining our financial and operating efficiencies.

The ideal future team member will have a mix of administrative and financial skills and an appreciation of biopharma and scientific concepts. This team member will wear multiple hats while working closely with our Chief Financial Officer & Finance Manager.

RESPONSIBILITIES:

- Working with Lantern's CFO and Accountant to process invoices, make payments, and track receipts
- Developing and implementing new policies and processes
- Facilitating benefits renewals and integrations for all eligible employees
- Drafting confidentiality agreements and other documentation for collaborations; keeping track of all agreements and their expiration dates
- Preparing payroll for review and submission by the CFO
- Ensuring that all company documents are well-maintained, organized, and secure
- Reviewing and processing reimbursements
- Staying current with applicable regulations, requirements, and laws
- Providing quarterly documentation for internal controls requirements
- Providing assistance to staff, managers, and company executives as needed
- Supporting ongoing recruiting and research initiatives and other matters as required
- Maintaining employee/personnel files
- Managing designated HR related activities; advancing key immigration and work eligibility documentation for applicable employees
- Taking on special projects designated by executives ranging from marketing and business development to accounting, IT, and human resources process improvements

BASIC QUALIFICATIONS:

- Minimum requirement Bachelor's degree
- 2+ years related work experience
- An ability to keep the highest standards of compliance and confidentiality is required
- Strong task and time management skills required
- Experience with using Quickbooks accounting software
- Outstanding financial and analytical skills
- Experience with database tools is highly desirable (Excel, Google Sheets, Airtable, etc.)
- Must be a self-starter who is detail-oriented and self-motivated with strong reasoning skills
- Excellent verbal and written communication skills

Lantern provides multiple growth opportunities and as an early team member, your work will have a direct impact on precision oncology that can transform drug development. In addition to attractive compensation, we offer employees the opportunity for competitive health, dental & vision insurance, stock options in a public company, an opportunity to take leadership on new and meaningful projects, & involvement with leading conferences & industry trade shows.