

ABOUT US

Red Cell Partners is an incubation firm building rapidly scalable technology-led companies that are bringing revolutionary advancements to market in healthcare and national security. United by a shared sense of duty and deep belief in the power of innovation, Red Cell is developing powerful tools and solutions to address our Nation's most pressing problems.

WE ARE HIRING A

FINANCE ADMINISTRATIVE ASSOCIATE

Red Cell is looking to hire an experienced Finance Administrative Associate. The Finance Administrative Associate will provide management and support for essential finance and operational functions for incubations within Red Cell.

You will report to Red Cell's Director of Finance Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage essential finance and operational functions for incubations within Red Cell (insurance, state and federal filings, etc.)
- Support incubation teams moving to independence by implementing critical functions and processes (payroll, credit cards, accounts payable, etc.)
- Work cross functionally to ensure timely submission of expenses
- Lead trainings for staff on financial software (e.g., Concur)
- Develop and execute processes to ensure staff compliance with key business functions
- Work with outside counsel to ensure the timely filing of federal and state filings and registrations for Red Cell
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree required; degree in a finance-related field a plus
- 5 years of in-house back office or finance/operations team experience
- Strong functional use of Excel and the Microsoft suite
- Strict attention to detail, highly organized, and efficient

- Excellent written and verbal communication skills
- Ability to work independently and think creatively to solve problems
- Ability to successfully manage multiple projects and meet deadlines in a fast-paced, remote-first environment
- Proven ability to work collaboratively in cross-functional teams

BENEFITS:

- Unlimited PTO
- Employer paid Medical/Dental/Vision Plan
- Employer paid Life and AD&D Plan
- Personal development budget for employees
- Great culture

HOW TO APPLY

To apply, please send your resume and cover letter to recruiting@redcellpartners.com.

We're an Equal Opportunity Employer: You'll receive consideration for employment without regard to race, sex, color, religion, sexual orientation, gender identity, national origin, protected veteran status, or on the basis of disability.