

Job description: **Economic Assistant/ Company Controller Assistant**

Protalix BioTherapeutics is a pharmaceutical company which specializes in producing recombinant protein drugs in plant cells and improving their characteristics using chemical modifications.

**We are searching for an Economic Assistant/ Company Controller Assistant in our offices in Karmiel.**

As part of your role, you will be Responsible for preparing the company's budget, and ongoing budgetary control (monthly/quarterly) across the different departments/projects/products. Assistance in preparing the company's financial statements and various regulatory reports including US and IL Tax report, Israeli Innovation Authority, ICBS, etc. Preparation and control over the pricing of the company's products.

**Key Responsibilities:**

- Preparing the company's budget and updates to the various systems, review and control of the budget vs. actual
- Analyzing and monitoring the costing of the company's various products
- Generating and presenting the monthly/ quarterly reports and routine updates to senior management
- Additional Responsibilities:
  - Review and reconciliation (accounts, completeness, vendors, agreements etc.), adjusting the records (JE) of the reported period and analyzing provisions for quarterly and annual reports
  - Issuing customers invoices and monitoring AR
  - Review and approval of the monthly AP cycle
  - Ad hoc projects assistance as required

**Key Requirements:**

- Economist with an experience of at least one year – required
- Experience in budgetary control – required
- Understanding of financial statements – advantage
- Working with senior management – advantage
- Experience in working with ERP (Priority) – advantage
- Team player with strong communication and interpersonal skills
- Assertiveness, independence, broad macro vision, responsibility, punctuality, dedication
- Ability to plan and execute work plans
- Ability to work under pressure and extensive working hours as needed in a fast paced environment
- High level of spoken and written English and Hebrew
- Strong Microsoft (mostly excel) knowledge and expertise