



<b>Position Title:</b>	Part-time AP Accountant
<b>Department:</b>	Finance
<b>Hiring Manager:</b>	Controller, Senior Director Finance

**We are a team of experts from multiple disciplines who have come together driven to bring hope and life-changing therapies to patients and their families.**

**Position Overview:** The Part-time AP Accountant will be responsible for invoice entry, check runs, reconciliation of expenses under the company’s American Express corporate card program (AMEX), other related accounts payable tasks and contract management administration. The position requires a highly conscientious, reliable professional who will be discreet with sensitive information. A solid foundation in accounting education is also required. The qualified candidate will join a small finance team and have opportunities to learn and develop new skills as the Company grows. The position provides an attractive opportunity to set a flexible schedule while remaining active or gaining experience in the field.

**Responsibilities:**

- Invoice entry and management within Concur AP system, including obtaining and tracking required approvals
- Coordinate check runs with stakeholder schedules, run aging reports, create proposal, and communicate with stakeholders through completion
- Manage and excute check runs within Concur AP system, ensure all necessary support and approval is retained
- Reconcile monthly AMEX statement including processing and reviewing relevant receipts and obtaining approval
- Process contracts and contract approval forms to ensure review and approval is performed prior to signature
- Other projects as needed

**Qualifications:**

**Requirements:**

- Significant progress toward bachelor’s degree in Accounting, Business Administration or Finance
- Strong written and oral communication skills
- Availability for 20 hours/week during regular business hours

**Desired:**

- Relevant professional experience a plus
- Desire to secure part-time, year-round, employment for a period of a year.