



Position Title:	Staff Accountant
Department:	Finance
Hiring Manager:	Assistant Controller & AD, 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 Staff Accountant will be responsible for managing all aspects of Accounts Payable including invoice entry, payment processing, reconciliation of expenses under the company’s American Express corporate card program (AMEX) and purchase order administration. This role requires a highly conscientious, reliable professional with an accounting education to ensure transactions are recorded timely and in accordance with GAAP. The qualified candidate will join a small finance team and have opportunities to learn and develop new skills as the Company grows. This exciting position provides the opportunity to join an innovative, fast-paced public company with a tight-knit company culture.

Responsibilities:

- Invoice entry and expense report management within our AP system (Concur) including obtaining required approvals, accurate vouchering and vendor setup
- Coordinate weekly vendor payment proposals and wires including analysis of AP aging, cash balances, and transactional activities for key stakeholders
- Reconcile monthly AMEX statements including processing and reviewing relevant receipts and approvals timely
- Assist the finance team with monthly and quarterly close procedures including bank reconciliations, accruals, and other journal entries in accordance with GAAP
- Process contracts and purchase orders to ensure review and approval is performed prior to payment and to ensure SOWs are appropriately recognized within the department’s budget for key stakeholders
- Act as liaison between Finance and other departments as required
- Other ad-hoc projects as needed

Qualifications:

- Bachelor’s degree in Accounting, Business Administration or Finance
- Proficient in Microsoft Excel
- Strong written and oral communication skills
- Analytical and organizational skills
- Relevant professional experience and ERP system experience a plus