



Job title: Accounts Payable Associate
Department: Finance
Reporting to: Controller
Position Classification: Full Time, Exempt
Location: Cambridge, MA

Primary Role / Job Purpose

A late-stage biotechnology company with a location in Cambridge, MA is looking to add a full-time Accounts Payable Associate to their staff. Reporting into the Controller, this role will be responsible for the timely and accurate posting of invoices into the accounting system and processing of vendor payments. This is a hands-on position in which the ability to multitask, take initiative and work with others is essential. The successful candidate will be someone who proves to be a strong and multifaceted performer. The Company has a diverse, global employee base with multiple locations in both Canada and the US.

Key Functions/Responsibilities

- Manage daily flow of invoices through two separate AP inboxes (US parent and Canadian subsidiary)
- Check invoices for correct coding and approvals
- Submit and reconcile purchase orders
- Process payments (both electronic and manual checks) for vendor payment.
- Reconcile vendor statements as needed.
- Interact with vendors and respond to inquiries
- Maintain Form 1099 documentation and process annual Form 1099 forms in a timely fashion
- Support the external and internal auditors in periodic testing and documentation requests
- Support the accounting and processing of employee expense reports
- Compile monthly credit card documentation for processing
- Responsible for some accruals and other month/quarter end close activities, as needed.
- Work on special projects as assigned
- Ad hoc reporting as needed.

Qualifications

- Bachelor's degree preferred.
- At least 2 years of experience in Accounts Payable.
- Experience with multi-currency vendors

- Solid understanding of accounting concepts required, with degree work preferred; General Ledger Accounting experience a plus.
- Proven attention to detail, strong organizational skills, an ability to provide professional customer service to internal and external customers.
- Ability to interact with co-workers and various levels of management needed.
- Enjoy working in a fast-paced environment.