

## Staff Accountant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$36.10 to \$41.80 hourly  
**Employment status:** Contract / Temporary

### Description

Our established and public traded biotech client is seeking an Accounts Payable Accountant/Specialist to support their Finance Team for 2 - 3 months to support the Accounting Manager with managing the accounts payable invoices.

The AP Specialist will be responsible for all aspects of the Accounts Payable function to include:

#### Responsibilities

- Process 3-way P.O. matching goods and services invoices
- Review all invoices (including check requests and expense reports) for appropriate documentation and approval prior to payment
- Audit and process credit card bills
- Match invoices to ACH/checks, obtain all approvals/signatures for ACH/checks
- Process weekly Wire and ACH/check runs
- Maintain vendor profile
- Maintain and prepare and distribute annual tax forms such as, 1099s
- Respond to all vendor inquiries and proactively contact vendors to resolve issues in a timely manner
- Reconcile vendor statements and correct discrepancies
- Assist in month end closing, including, but not limited to: fixed assets, prepaid expense, and goods received not invoiced.
- Self-assess California Use Tax on purchases in accordance with California Sales & Use tax regulations and file returns
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist in annual financial audit
- Assist with other projects as needed

### Requirements

- Notable analytical, quantitative and social skills
- Quickbooks Online experience
- Expertise in Accounts Payable (AP)
- Ability to work within spreadsheets and databases
- 3+ years of recent and relevant accounting experience
- BA/BS or equivalent in Accounting, Finance or Economics
- Self-starter and strong ethical standards
- Outstanding organizational, written and verbal communication skills required
- Efficient in ERP systems

- Ability to work in a dynamic and changing environment
- Competent with spreadsheets and databases
- Ability to prioritize work and balance multiple projects and deadlines
- Great attention to detail

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**This Job Posting will expire in 10 days.**