

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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