

JOB DESCRIPTION

Position Title: Staff Accountant

Department: Administration

Report To: Vice President, Finance

FLSA: Exempt

Salary Range: \$75,000 - \$85,000 plus bonus

Job Summary:

The Staff Accountant is responsible for maintaining accurate financial records, assisting with accounts payable and accounts receivable, preparing reports, and ensuring compliance with accounting principles and non-profit regulations. The role reports to the Vice President, Finance and works collaboratively across all AAM teams as well as executing activities independently.

Essential Duties and Responsibilities:

- Process accounts payable and accounts receivable, ensuring timely and accurate payments and collections.
- Process and manage invoice coding through Bill.com (BILL). Proactively research information and follow up with staff members when necessary (discrepancies, missing details, late approvals, etc.).
- Assist with expense management as needed (Nexonia).
- Maintain database for vendor contracts (Smartsheet).
- Assist with the development and implementation of accounting policies and procedures. Ensure compliance with relevant accounting standards and tax regulations.
- Provide support for financial analysis and special projects as needed.
- Assist with annual audit and tax preparation.
- Assist with the monthly and annual closing processes, including preparing work papers and financial statements.
- Collaborate effectively with other departments within the organization.
- Maintain confidentiality of financial information.
- Other duties as assigned.



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Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exhibits a high degree of personal initiative
- Excellent analytical and organizational skills with attention to detail and accuracy
- Strong written and oral communication skills
- Proficiency in accounting software (Intacct, BILL, Nexonia, Limelight) and Smartsheet preferred; Microsoft Office Suite (Excel, Word PowerPoint), required.
- Ability to handle confidential matters with professionalism and discretion
- Strong interpersonal skills, a focused listener
- Exhibits a positive attitude and professional demeanor
- Ability to prioritize and manage multiple initiatives simultaneously
- Ability to work in a collaborative environment and accomplish tasks with self-direction and provide exemplary customer service

Education and Experience Requirements:

- Bachelor's degree in Accounting or a related field.
- 2 years of professional accounting experience, preferably in a non-profit environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hybrid office environment

Travel: up to 5%

