

Accounts Receivable / Accounts Payable Clerk

Company Overview:

PBS Biotech, Inc. is a private company based in Camarillo, CA. that manufactures and sells the most technologically advanced single-use bioreactors for the biopharmaceutical market. Our fully scalable bioreactors enable process development and commercial manufacturing of cell-based products, particularly for the rapidly emerging cell therapy market. We also provide world-class contract research and development services with leading expertise in various cell therapy product types.

Job Description:

We are currently seeking a highly motivated and experienced Accounts Receivable / Accounts Payable Clerk to play an integral role in the ongoing growth and success of our company. This person will be responsible for handling accounts receivables (AR) and accounts payable (AP), as well as expense reporting and assisting the Senior Accountant and Chief Financial Advisor as required. This position will be performing the AR and AP functions within Global Shop Solutions (GSS), a recently implemented ERP system.

Roles and Responsibilities:

Accounts Payable

- Collect and match invoices to receiving paperwork, verify pricing, determine and mark invoice tax exempt status, and request credits or corrections
- Collect and input expense reports into accounting system.
- Maintain appropriate approval charts based on company processes and procedures
- Run reports for semi-monthly AP and sales for management
- Prepare and process quarterly reports for sales and use taxes
- Maintain vendor master file and prepare annual reports / analyses to determine current active vendors
- Monitor / review employee expense reports for accuracy and compliance with Company policies and assist with creating expense reports as needed
- Prepare and distribute vendor / consultant 1099's and file 1096

Accounts Receivable

- Manage AR progress and maintain AR company files and prepare invoices for review and distribution to customers
- Monitor banking for AR accounts
- Process customer payments and bank deposits
- Manage customer files to remain compliant with relevant tax regulations

Requirements:

- 2-3+ years' experience working in receivables and payables.
- Familiar with batch-based ERP accounting software
- Preferred strong computer skills with MS Word, PowerPoint, Excel, and Project (or similar software)
- Strong verbal and written communication skills
- Ability to work as a team with minimal supervision in a dynamic environment
- Ability to multi-task, work under pressure, and meet deadlines

Posting Date: April 2019