

Job Opportunity Notice

Job Title:	Senior Staff Accountant	Posting Date:	01/10/2019
Work Location:	Norwood, MA		
Department:	Finance		
Reports to:	Accounting Manager	FLSA Status:	

Dynamic, fast paced Life Sciences Company is looking for a new member of the finance team. We are looking for an individual whose passion is the numbers and thrives on providing high quality financial information to support the business.

The senior accountant will be a key member of the finance leading key accounting activities and the cash management cycle, with a strong focus on all accounting aspects of the order management cycle from the generation of an order through the collection of cash.

Essential Functions:

Credit, Invoicing, Collections

- Liaison between Customer Service, Technical Service and International departments including Customer setup, RMA process overview and Epicor training
- Partner with accounting associate to generate customer invoices, process payments
- Monitor accounts receivable aging and collect on past due accounts
- Maintain online banking systems (Money Manager GPS and Citizens Cards Online)
- Review and oversee all Letter of Credit and Cash Against Documents processes for International Sales Team
- Work with shipping department manager on regular basis regarding shipping damages, accounts on hold and overall document prep
- Process and maintain government contracts for instrument with WAWF & Tungsten Network along with Domestic payment portals such as but not limited to Worldpay, Paymode, Sungard, SupplierXchange, etc.

Cash Management and Treasury

- Perform all duties including wire payments, and monitor all cash disbursements
- Manages Libor continuations and monthly debt service
- Develops cash flow forecasts and projections, monitors actual cash performance against expectations

Accounting Close Activities

- Support the general ledger close process, including preparing AR and Cash related journal entries, review and reconcile Accounts Receivable and Cash Accounts.
- Maintain fixed assets and related accounting.

Experience Requirements:

1. 5 years finance and accounting experience,

Education Requirements:

1. Bachelor’s Degree, preferably with a concentration in accounting and/or finance

Physical Requirements and Working Conditions:

1. Must be able to use basic office equipment: computer, printer, copier, telephone, etc.
2. Must be able to remain stationary for long periods of time.
3. Must be capable of listening to and communicating effectively with customers.

Application Process:

Interested candidates should send their resume to:

Job Opportunity Notice

Mario DaSilva

Accounting Manager

Advanced Instruments, LLC

2 Technology Way

Norwood, MA 02062

MarioD@aicompanies.com

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time