



On Demand Pharmaceuticals, Inc.: Accounting Specialist

On Demand Pharmaceuticals (ODP) (www.ondemandpharma.com) is changing the way we make and distribute medicines—by providing them to anyone, anywhere, anytime. ODP is creating innovative manufacturing platforms to enable our vision to produce critical medicines at the point of care and to secure the pharmaceuticals supply chain. As a young organization, ODP offers an exciting opportunity for passionate people to make a difference in the world while developing career paths for advancement. ODP is seeking an AP Specialist to support our team.

AP Specialist will focus on processing the AP cycle from receiving the vendor set up, daily voucher processing; cash disbursements, purchase order matching and 1099 reporting.

Responsibilities:

- Sets up vendors in accordance with company policies and IRS reporting requirements.
- Reviews, codes, and enters vouchers for all types of vendors to include expense reports, subcontractors, consultants, material suppliers, utilities etc. on a timely basis.
- Works with internal managers to obtain approval of invoices to insure timely payment in accordance with payment terms.
- Can perform general analysis and reconciliations of current liability accounts and other misc. GL accounts.
- Understands government contracting (the difference between indirect and direct costs), fiscal accounting period close dates, the chart of accounts, project coding, and purchase order processing.
- Performs month end AP reconciliations, as required.
- Clerical tasks to include filing, boxing data, copying etc.
- Annual reporting for IRS 1099 preparation and reconciliations

Required Qualifications:

- Must have experience processing Accounts Payable in NetSuite ERP or similar accounting software.
- Bachelor's degree in accounting (Graduates encouraged to apply) or equivalent experience in an accounting role
- At least 5 years' experience processing Accounts Payable for Government Contractors.
- Excellent computer skills with an emphasis on MS Excel.
- Strong analytical, problem-solving, and decision-making capabilities.
- Team player with the ability to work independently in a fast-paced environment.
- Must be deadline driven, fast paced, organized and detail oriented.
- Excellent verbal, interpersonal and written communication skills, with the ability to give and receive candid feedback in an open, results-oriented environment.

[Please click here to submit an application for this position.](#)



On Demand Pharmaceuticals is an equal opportunity employer. On Demand Pharmaceuticals does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including pregnancy, gender identity, or related medical conditions), sexual orientation, marital status, physical or mental disability, past or present military service or any other characteristic protected by law