



Staff Accountant

Location: Rockville, MD [Preferred 100% on-site, hybrid possible]

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 scientists and engineers to make a difference in the world while developing career paths for advancement. ODP is seeking a Staff Accountant to support our team.

Responsibilities:

- Prepare month end and year end closing documents and compiled financial statements
- Perform month end bank reconciliations
- Perform month end balance sheet reconciliations
- Perform general analysis and reconciliations of current liability accounts and other misc. GL accounts.
- Review vouchers for accuracy as entered by Accounting Specialist
- Record prepaid expenses and accruals as needed and expensing when appropriate
- Ensure that revenues and receivables in the system are accurately recorded
- Prepare/review journal entries, accruals, amortization schedules & consolidation/elimination entries
- Assist with Accounts Payable functions and prepare and maintain various reports and month-end account reconciliations
- Recognize fixed asset expenditures and capitalizing on balance sheet
- Record month/quarter/year-end adjustments as needed.
- Ensure timely and accurate 1099 reporting at year end
- Review of accounts receivable aging report, identify potential issues
- Review employee credit card reconciliations and adjust GL coding as required for these transactions
- Enter payroll data into accounting software from payroll reports; run labor distribution following each pay period per DCAA compliance regulations
- Set up projects, employees, and pools in ODP ERP system to align with DCAA compliance regulations
- Ensure GAAP and DCAA accounting practices are strictly adhered to
- Understand government contracting/DCAA compliance, the difference between indirect and direct costs, fiscal accounting period close dates, the chart of accounts, project coding, and purchase order processing.

Minimum Hiring Standards:

- Bachelor's degree in accounting, or general business major with an accounting foundation
- 2-4 years full-cycle accounting experience
- Accounts payable/receivable experience
- Proficient in excel
- Knowledge of Sarbanes Oxley and Generally Accepted Accounting Principles (GAAP)
- Strong attention to detail
- Task oriented and highly organized to track progress across different entities/businesses
- Ability to work in a team environment with changing demands and timelines
- DCAA and Government contracting experience required
- CPA preferred
- NetSuite experience preferred

[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