



Senior Accountant

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

Type: Full-Time

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 Senior Accountant to support our team.

Responsibilities:

- Responsible for full cycle accounting and month end closing activities including reconciliation of sub-ledgers to the General Ledger
- Prepare and review journal entries, accruals, amortization schedules
- Reconciliation of Balance Sheet accounts
- Prepare month end Financial Statements in accordance with GAAP
- Monitor cash flow and provide reports to Management as requested
- Ensure that revenues and receivables in the system are accurately recorded
- Oversee Accounts Payable functions including review of vouchers for accuracy and compliance with FAR
- Experience with Inventory control and purchase order processing
- Maintain fixed asset expenditures and capitalization records
- Ensure W-9 files are up to date for all required Vendors
- Ensure timely and accurate 1099 reporting at year end
- Review employee credit card reconciliations and ensure accuracy of GL coding
- Prepare and enter payroll data into accounting software from payroll reports, run labor distribution reports
- Reconciliation of quarterly 941 reports to GL
- Review accounting policies and procedures and recommend updates to ensure best practices
- Maintain and set up projects, employees, and accounts in ODP ERP system to align with DCAA compliance regulations
- Ensure GAAP and DCAA accounting practices are strictly adhered to
- Demonstrate a good understanding of government contracting to include familiarity with DCAA compliance, indirect and direct costs, cost accounting for projects
- Recognize and resolve issues with minimal guidance

Minimum Hiring Standards:

- Bachelor's degree in Accounting, or general business major with an accounting focus
- 3-5 years full-cycle accounting experience
- DCAA and Government contracting experience required including FAR/DFAR
- Proficient in excel
- Application of Generally Accepted Accounting Principles (GAAP)
- Proficient in excel



- 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
- CPA preferred
- NetSuite experience preferred

COVID-19 Vaccination Policy:

With limited exceptions, COVID-19 vaccinations are required for all ODP employees who work on-site at our headquarters. Employees must present proof of full vaccination (ex. CDC card) or submit exemption requests to the Director of People Operations within two weeks of new employment. Exceptions to the policy are available only for those who need an accommodation for a qualifying medical reason or sincerely held religious belief or practice.

[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