



Staff Accountant

Type: Full-time

Location: Rockville, MD [hybrid eligible]

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:

- Responsible for all accounts payable activities including reviews, codes, and enters vouchers and expense reports on a timely basis.
- Sets up vendors in accordance with company policies and IRS reporting requirements including W-9 files are up to date for all required vendors
- Works with internal managers to obtain approval of invoices to insure timely payment in accordance with payment terms.
- Perform general analysis and month end reconciliations of current liability accounts and other misc. GL accounts.
- Responsible for employee credit card reconciliations and adjust GL coding as required for these transactions
- Perform month end bank reconciliations
- Prepare annual reporting for IRS 1099, reconciliations, and timely filing
- Ensure GAAP and DCAA accounting practices are strictly adhered to

Minimum Hiring Standards:

- Bachelor's degree in accounting
- CPA candidate strongly preferred
- Must have at least 1 to 2 years of experience processing Accounts Payable in NetSuite ERP, Coupa, Mineral Tree or similar accounting software
- Proficient in Excel
- Strong attention to detail, analytical, problem-solving, and decision-making capabilities
- Team player with the ability to work independently
- Must be deadline driven, fast paced, and organized
- Excellent verbal, interpersonal and written communication skills, with the ability to give and receive candid feedback in an open, results-oriented environment
- Knowledge of Sarbanes Oxley and Generally Accepted Accounting Principles (GAAP)
- DCAA and government contracting 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