



eubio (yū-bē-ō): [G. eu, good + bio, life]

1. A boutique medical communications firm that specializes in medical writing.
2. The belief that both science and life are wondrous and to be enjoyed.

Accounts Payable Specialist

Are you great at analyzing information? Do you love numbers and spreadsheets? Do you enjoy the art of accounting and tracking budget expenses and making sure that every penny is in perfect order?

Eubio Medical Communications is a growing firm seeking an Accounts Payable Specialist to be part of our innovative and enthusiastic team. Team Eubio is comprised of medical, scientific, and business professionals from around the world who are not only authorities in their fields, but who are committed to working together to serve clients with scientific integrity and joy!

Our standards and expectations for financials and accounting are high, so we are looking to add members who possess the following qualities:

- Integrity
- Detail oriented
- Conscientiousness
- Proficiency in Microsoft Excel, Word, & Outlook
- Experience with Bill.com
- AP/AR experience working in an accounting environment
- Availability during the day
- Pride in their work
- Excellence with oral and written communication
- Experience with QuickBooks Online working with small businesses

The Accounts Payable Specialist must have a minimum of a Bachelor's degree in Accounting or related field or 3-5 years of relevant work experience. He or she must be able to perform both Accounts Payable and Accounts Receivable and help support all areas of Financial Accounting. The responsibilities and job functions of the ideal candidate for this role include (but are not limited to):

- Process vendor invoices, expense reports, and other payables in an accurate and timely manner, also ensure that all applicable supporting documents are received and filed appropriately
- Maintain electronic filing system
- Reconcile monthly bank statements
- Prepare customer invoices in QuickBooks
- Follow-up with customer as needed
- Receive invoice payments in QuickBooks
- Track, reconcile, and close various projects in an accurate and timely manner
- Perform monthly P&L analysis
- Prepare monthly accruals
- Assist Controller with monthly close
- Identify and resolve issues and initiate, investigate, and identify process improvements
- Communicate, both verbally and in writing, with both internal and external customers as needed
- Answer all email requests in a timely manner
- Perform other responsibilities as assigned
- Treat all information as confidential and use the highest discretion in handling financial matters of the firm

This is a remote, contract position (less than 40 hours a week) and applicants with significant experience working as independent contractors will be given preference. Preference will also be given to candidates based in the Greater Atlanta area.

If you are genuinely interested in helping clients and Team Eubio colleagues achieve their goals, and feel you embody the qualities and experience listed above, we would love to hear from you. Please send your resume to careers@eubiomed.com.

Due to the high volume of applicants, only those selected for interviews will be contacted.

Visit us online @ www.eubiomed.com