


Evrys Bio

Job Title:	Accounting Specialist	Job Category:	
Department/Group:	Evrys Bio	Job Code/ Req#:	
Location:	3805 Old Easton Road, Doylestown, PA 18902	Travel Required:	
Level/Salary Range:	Based on experience	Position Type:	Part-time
HR Contact:	Janice Rath	Date posted:	
Will Train Applicant(s):	no	Posting Expires:	
Applications Accepted By:			
E-mail: HR@evrysbio.com Subject Line: Attention HR: Accounting			
Job Description			
<p>Job Purpose: We are looking for an experienced accounting professional interested in flexible, part-time work. The qualified candidate will join an entrepreneurial team at an innovative biotech company dedicated to the discovery and development of small molecule antivirals. The individual should have accounting and payroll experience and take pride and responsibility in their work and interact with colleagues and vendors in a friendly and professional manner. The responsibilities have the potential to evolve depending on individual's performance and needs of company. A high degree of confidentiality is expected.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Execute processes related to Accounts Payable and Accounts Receivable • Perform Time Keeping and benefit tracking • Payroll processing • Prepare bank reconciliations • Assist with HR administration and special projects as assigned <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Analytical thinker, detail and process oriented • Strong organizational and time management skills • Demonstrated accounting knowledge • Self-starter, follows through with tasks, thinks proactively • Ability to handle multiple projects simultaneously <p>Required Education:</p> <ul style="list-style-type: none"> • Bachelor's degree in Accounting or Finance <p>Required Experience:</p> <ul style="list-style-type: none"> • 3-5 years Accounting experience including Accounts Payable and Payroll • Experience with QuickBooks Online • Proficient Excel 			