



## **Accounts Payable Coordinator**

**Part Time (24 hours/week, flexible schedule)**

Avila is seeking a part-time accounts payable coordinator responsible for all aspects of the accounts payable function. Avila Therapeutics is a small (Waltham based) biotech company seeking an exceptional candidate for this newly created position reporting to the Chief Financial Officer.

The ideal candidate will have experience with Great Plains accounting software, accounts payable, and basic accounting principles. The individual should have the ability to process work efficiently while maintaining accuracy. This is a great opportunity to join an exciting team that is working on the development of new therapies for a number of diseases, including viral infections, cancers and autoimmune diseases.

### **Position Responsibilities:**

#### Accounts Payable

- Match invoices to purchase orders and receiving documentation
- Verify the accuracy of invoices and purchase orders for payment
- Check invoices for accuracy including correct account coding and authorization
- Enter all invoices and expense reports into Great Plains.
- Process the weekly check run
- Assist with month-end accounting close process

#### Other responsibilities

- Assist the legal department with filing, including maintaining U.S. and foreign patent files and invention disclosures
- Work on special projects as assigned

### **Required Experience**

- 3 - 5 years of accounts payable experience
- Familiarity with Great Plains a must
- Proficiency in the use of standard Microsoft business applications
- Proven attention to detail, strong organizational skills, and an ability to provide professional customer service to internal and external customers
- Ability to work in a dynamic, fast paced and high volume environment