**Financial Administrator Job Description**

**Overview:**

Mainly specializing in administrative, organizational, and numeracy skills, the Financial Administrator position provides an excellent opportunity for potential candidates to learn about the inner operations and financial management of a talented and busy research and development company while also continuing to hone their clerical, organizational, and proficiency with numbers.

The Financial Administrator will have the opportunity to meet and engage with upper management, Directors and Scientists who are working on the cutting edge of oncological, neurological, and metabolic treatments.

**Responsibilities:**

* + Manage the day-to-day accounts payables process by utilizing QuickBooks Online and Bill.com operating systems
  + Process and print Invoices and optimize the vendor reimbursement processes
  + Review and communicate vendor accounting questions
  + Follow-up with Scientists on any missing information on our Purchase Orders (ex. project codes, class info)
  + “Receive” in QuickBooks for invoices under $2K
  + Assist with credit applications for new vendors
  + Work with accountant on vendor specific audits/reviews of balances
  + Assist with vendor distributions of payments owed (prepping files, checking data, following up on open items)
  + Manage the historical invoice filing process
  + Review expense reports to ensure proper documentation is in place and the expense complies.
  + Provide the best customer service internally and with the vendors we work with
  + Support the Office Manager and Administrative Assistant when needed on other administrative projects including but not limited to: kitchen/office supply management, stocking our kitchens, the open benefit enrollment; assist with planning company events.

**Qualifications:**

* High school diploma required.
* QuickBooks Online knowledge a plus but not required.
* Must be able to work all hours in the Woburn, MA office.
* Should be able to work Fridays and Mondays, with flexibility other weekday times.
* High Proficiency in Microsoft Office Programs (Word, Excel, Outlook, etc.).
* Excellent oral, written, and communication skills.
* High proficiency in organizing and manipulating paperwork and numbers.
* At least 2+ years’ experience working in an office environment.