



Accounting Assistant

Have you ever wondered what it would be like to take your financial savvy to a start-up setting? Do you like to think up new ideas that disrupt the status quo? If you are the kind of person who not only thinks critically about problems, but also likes to take the initiative to pursue new ideas, then LabCentral is a great fit for you. Our team collaborates across disciplines, relying on our skills to add value to this unique culture, positively impacting the successes of our community.

LabCentral, a launch pad for early stage biotech companies in Cambridge, is seeking an Accounting Assistant to specialize in Accounts Payable (reporting to the Associate Director of Accounting/Controller)- this role requires both organizational skills and willingness to provide high-quality customer service.

You'll be the best fit for this role if you hold at least an associate's degree plus 1-2 years of A/P experience. Bonus points if all your pennies made it into your coin sorter as a kid. Hard workers, critical thinkers, organizational nuts, and excel wizzes are encouraged to apply!

What your day looks like:

- Process large volumes of invoices using our automated procurement system
- Collaborate with the Purchasing Team on Accounts Payable issues
- Resolve payment discrepancies and keep all parties informed of solutions
- Liase between the books and our teams, ensuring prompt feedback and action
- Educate staff and implement administrative policies and procedures
- Set up vendor accounts and provide credit references for our alumni companies
- Assist LabCentral in scaling its current business model by automating processes to become more efficient
- Any other duties needed to help drive our vision, fulfill our mission and further LabCentral's values

Some "you shoulds" that will enhance your day:

- Have strong time management, organization, and decision-making skills
- Find satisfaction in creating order and crossing tasks off a list
- Build on relationships with vendors to expedite resolutions
- Love being part of a team while being capable of working independently
- Believe work and having fun can be synonymous
- Enjoy continuously learning, and tackle whatever comes your way

What your first six months will look like:

- Learn our systems and provide feedback on how to do things better
- Complete needed training on aspects of record keeping and invoicing
- Learn more about our residents and their research
- Cross-train with our IT, Lab, Operations, and Facilities department on the answers to top resident questions
- Attend a Biotech 101 course
- Continue to build your skills and set goals for personal and professional growth

A snapshot of our benefits:

Premium healthcare and dental package, yearly parking pass or MBTA coverage, long and short-term disability, life insurance, unlimited vacation, and 401(k) package.

Only complete applications will be reviewed. Applications are submitted at LabCentral.org and will include a resume/cover letter specifically discussing your interest in joining the LabCentral team.