

AdMed

ACCOUNTANT

AdMed is currently seeking an Accountant in our (New Hope/Philadelphia) office.



POSITION SUMMARY

The Accountant performs all billing and invoicing, accounting, financials, and budgeting functions for our business.



JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 5+ years of experience in related field
- Highly proficient in QuickBooks
- Capacity to multitask, follow through, and consistently meet deadlines for billing, payroll, etc
- Ability to maintain a personable and professional manner while interacting with clients and other contacts by phone and e-mail
- Strong attention to detail
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook) and Salesforce
- Experience in ADP and Wrike is preferred, but not required
- Outstanding organizational and leadership abilities



JOB RESPONSIBILITIES

- Perform all invoicing for pharmaceutical, biotechnology, and medical device clients
- Perform accounting, billing, and payroll
- Keep up with all bookkeeping functions, including accounts payables and receivables, tax filings, account reconciliations, entering and tracking receipts
- Manage QuickBooks and running project hour reports and end of project financials
- Review & approve all SOWs with pricing for new business proposals & change orders
- Approve all POs and reconcile to SOWs
- Producing financial reports, sales reports, client reports, and project reports
- Communicate with banks and other external contacts in a manner that reflects positively on the company
- Ability to use Salesforce
- Forecasting, budgeting financials, cashflow, and other reports as needed
- Forecasting results and communicating with CEO and managers to ensure proper budgeting
- Drive the financial planning strategy of the company by analyzing monthly, quarterly, and annual performance and risks



EDUCATION REQUIREMENTS

- Bachelor's degree in Accounting or related field

If you're interested in this position, let us know. We'd love to meet you!
Please send your resume and cover letter to jobs@admedinc.com