



Title: Accounts Payable Lead
Department: Finance
Status: Full-time, Exempt, Professional

Description

Nextcure is searching for an experienced Accounts Payable team player reporting to the Head of Finance. This role is hands-on, managing the full cycle of accounts payable - from purchase order review and entry through cash disbursements and vendor statement reconciliation. The candidate should have experience within the Biotech industry and be an effective communicator. Attention to details and deadlines are important candidate strengths as are independence and sound judgment.

Responsibilities

- Performing day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts payable data.
- Monitor and analyze all accounts payable processes and recommend improvements.
- Administer all disbursement demands and maintain records for same.
- Develop 1099 tax forms and ensure compliance to regulations.
- Develop, implement, and maintain systems, procedures, and policies, including accounts payable functions to ensure adherence to company guidelines.
- Match Vendor Receipts, Invoices, and Purchase Orders for entry into NetSuite.
- Prepare ACH payments.
- Resolve purchase order, invoice, or payment discrepancies with vendors.
- Review Vendor Statements for accuracy, research and resolve discrepancies.
- Maintain open vendor payment files and maintain vendor relationships.
- Review and assess open purchase order reports.
- Develop schedules for recurring payments and other contract obligations.
- Maintain historical records by scanning documents.
- Respect organization's values by keeping information confidential while fostering teamwork and open communication.
- Maintain and improve systems, procedures, and policies, including accounts payable functions to ensure adherence to company guidelines.
- Ad-hoc projects as assigned.

Qualifications

- Bachelor's degree business administration, accounting, finance, or related field preferred.
- Seven or more years of experience in Accounts Payable.
- 1099 filing experience.
- Strong interpersonal and communication skills for interacting with the business and to support personnel and management.
- Motivation to develop and maintain internal and external relationships.
- Commitment to ethical behavior with a willingness to adhere to all company policies.



- Individual must be an organized, detail-oriented, proactive, team player.
- Ability to work in a dynamic fast-paced, high-volume environment, handle multiple tasks, meet deadlines, and react quickly in a fast-paced environment.