



Staff Accountant

About MaxCyte:

MaxCyte is a leading provider of cell-engineering platform technologies to advance innovative cell-based research, development, and commercialization of next-generation cell therapies. The company's existing customer base ranges from large biopharmaceutical companies — including 20 of the top 25 pharmaceutical companies based on 2020 global revenue — to hundreds of biotechnology companies and academic translational research centers. MaxCyte has granted 14 strategic platform licenses to commercial cell therapy developers that allow for more than 75 clinical programs. Founded in 1998, MaxCyte is headquartered in Gaithersburg, Maryland, US.

Job Summary:

The Staff Accountant maintains general accounting systems, such as: preparing journal entries, preparing, and reviewing customer invoices; and reconciling ledger accounts. Works on various accounting projects. This is a hands-on position. Works under supervision.

Job Duties:

Accounts Receivable

- Reviews sales orders for accuracy and processes customer invoices in a timely manner into the accounting system
- Processes approved lease renewals in general accounting system, and tracks/monitors renewal process
- Records accounts receivable transactions into the accounting system and maintains the accounts receivable aging
- Provides timely communication to management and department heads for any AR issues, including reports and collection updates.
- Deposits checks and records WIRE payments received from Customers

Accounting

- Maintains general accounting systems and reports, including preparing journal entries and invoices, reconciling ledger accounts. Prepares reconciliations to ensure general ledger account information is accurate, consistent, and auditable
- Assists in developing policies and processes that will streamline accounting and financial reporting and enforce compliance; ensure that all finance and accounting processes and procedures are appropriately documented and executed
- Assists with and uploads corporate credit card program and expenses.
- Interacts with external auditors and provides support and for all audits and reviews.
- Other duties as assigned

Job Requirements:

- BS in Accounting or equivalent accounting /bookkeeping experience.
- At least 5 years of accounts receivable and general ledger experience. Experience in a public company is preferred.
- Proficient using various software, including MSOffice, with intermediate/advanced skills in Excel and accounting software [i.e. NetSuite].
- Highly detail orientated with a solid track record of maintaining accurate records. Excellent planning, organizational, and analytical skills.
- Strong communication skills (verbal, written and interpersonal). Ability to interact with all levels of employees and external vendors.
- Must be able to work independently, work with confidential information and possess strong business judgment.

MaxCyte, Inc. is an equal opportunity employer. To apply, please send your resume and cover letter to careers@maxcyte.com. Please reference **Staff Accountant** in the subject line.