



Staff Accountant – A/R

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 16 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 - A/R 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 and approval process
- Records accounts receivable transactions into the accounting system and maintains and monitors the accounts receivable aging
- Deposits checks and records WIRE payments received from Customers timely
- Responsible for resolving overdue invoices and timely collecting payments
- Implement a process for tracking and processing invoices via 3rd party companies software systems
- Provides timely communication to management and department heads for any AR issues, including reports and collection updates. Communicates directly with customers to resolve and collect any overdue payments
- Responsible for Sales and Use Tax for multiple states

Accounting

- Maintains general accounting systems and reports, including preparing journal entries and invoices, and 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. Adheres to SOX procedures and control processes.



- 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 customers.
- 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 A/R** in the subject line.