

Job description: Accounting and Office Administrator

About Applied Biomimetic (AB)

Applied Biomimetic Inc. (www.appliedbiomimetic.com)

Applied Biomimetic is an international biomimetic engineering group that builds upon a simple but powerful concept: Nature's ability to separate chemical elements at the molecular level using highly specialized proteins as tools such as the selective aquaporin water channel that brought the 2003 Nobel Prize in Chemistry to its discoverer.

AB has developed a concept where they maintain the superior water transport capabilities of the aquaporin water channel while embedding it into a robust polymer structure thus allowing the company to make membranes applicable for industrial purposes.

AB is focusing on the development of a wide range of applications for its patented technology. The aim is to provide disruptive solutions for the water treatment, health, food, and other industries enabling these industries to enhance their products, reduce costs, and save energy. The membranes are designed to withstand changing and sometimes harsh environment in various industrial applications.

In order to further strengthen our overall development AB is looking to hire an experienced individual in accounting and office administration to help us manage our accounts, keep track of our commercialization efforts, and generally assists in supporting our office and business operations.

AB Inc. has more than 10 employees and we are located in Gaithersburg, Maryland.

Reporting Structure

This position is a direct report line to company's Chief Executive Officer (CEO)

Main tasks and responsibilities:

The Accountant and Office Administrator will be working with the members of our team as well as our external partners to support the business and provide the necessary accounting and administration support to run our business. This includes both standard accounting tasks and reporting as well as more general administrative support.

More specifically the tasks will involve:

- Accounts payable incl. bill processing and payments, set up wire transfers, validation of expenses, credit card reconciliation and payment processing, track use tax on purchases, etc.
- Account receivable incl. generating invoices, bank deposits, manage accounts and collections
- Cash management incl. monitoring cash flow, reconciling bank accounts etc.
- Payroll and HR support incl. enrolling new staff in payroll system and benefits, track vacation time, maintain up to date payroll, and process monthly payroll, processing of expense reports etc.
- Purchasing support incl. matching invoices with received goods, office supplies and packaging purchases, etc.
- Marketing support incl. basic customer interaction, basic website upkeep (e.g. newsfeed update), coordination for trade shows and exhibitions
- General office management and support incl. maintaining files and supplies, answering inquiries, reception duties, etc.
- Provide general support for management and other in-house projects and being accountable for project deliverables, and communicate status and other related information to management and project team
- Being focused on details and efficiency in the daily accounting administration processes as well as having an interdisciplinary approach to the tasks at hand

The qualified candidate must have:

- B.A. in Accounting or Business Administration
- Good communication and team working skills
- Ability to thrive in a fast paced environment, work short cycle times and flexible hours if required, and deliver results under pressure
- Ability to work independently and maintain a high level of quality in work
- A desire to work in a start-up company and with a “can-do” attitude
- US work permit

Preferred Skills and Experience:

- A few years of experience in an accounting function
- Experience with Quickbooks or similar software
- Adept in MS Office incl. Excel, Word and Powerpoint

- Results oriented, diligent, and with excellent analytical skills
- Self-motivated with drive, and a natural curiosity and interest in new technology and ground-breaking scientific developments.

In addition to a challenging and interesting work environment and the opportunity to work in a company with ground-breaking technology we are offering an attractive compensation and benefit package incl. health, dental and 401k etc.

Please forward your resume to: resumes@appliedbiomimetic.com