



Accounts Payable (AP) and Receivable (AR) Specialist

We are a pharmaceutical company, and the next generation partner to pharma, biotech, and healthcare. We bring medicines to patients through clinical trial services, early access programs and commercialization of products. We recognize that investing in talented people creates value for our customers, our employees, our suppliers and the communities in which we live and work. Our success is based on the motivation, dedication, and performance of our people. We strive to go the extra mile and achieve excellence in all our services.

We are hiring for the position of **Accounts Payable (AP) and Receivable (AR) Specialist** to be based in our **Princeton** office for immediate start. You will be reporting to our Director, Global Treasury & AP/AR, Global Finance, and will become part of our global Finance Team. You will be working closely with different internal departments and external financial service companies.

Responsibilities include, but are not limited to:

- Input and manage accounts receivable and accounts payable, including master data, invoicing, vendor/customer relationships and cross-team collaboration.
- Implement controls and procedures for accurate payables and receivables management.
- Insure the integrity and accuracy of accounts payable and accounts receivable aging.
- Ensure compliance with internal controls and both company, customer and vendor requirements, and government regulations.
- Reconciliation of customer and vendor aging and support in case of audit requests.
- Prepare customer and vendor credit applications and manage payment proposals.
- Oversee month-end closing activities and reporting for A/R and A/P.
- Prepare weekly payment schedules and cash flow requirements.
- Copies, files, and retrieves materials for accounts receivable and payables as needed.
- Relays changes of information to appropriate employees.
- Support other accounting and finance team members, inventory management, audit and cost accounting.
- Establishing and maintaining relationships with new and existing vendors and customers.
- Collaborates closely with teammates to improve service quality and defining required actions.
- Performs other related duties as assigned.



Your profile:

- You hold a Business Administration or Accounting Degree.
- You have a minimum of 5 years of experience in Accounts Payable and Receivables management and accounting.
- Experience with Navision/Dynamics 365 is of preferred, proficiency in MS office tools, in particular advanced Excel Skills
- You are business fluent in English, and the knowledge of Spanish or French language will be of advantage.
- You have preferably worked in medium-big sized international environment, and a previous experience in pharmacy model implementation is of advantage.
- You have excellent communication skills, and a strong collaborative mindset.
- You are a great team player with a good sense for different cultures and working environments.
- You are able to maintain good customer/vendor relationships and anticipate their need.
- You have a high level of accuracy for data entry and can work quickly and efficiently.
- You are capable to work independently, managing priorities and following the company policies.

This position is full-time with a hybrid schedule (three days / week in the office, and the flexibility to work from home two days). Our company is home to employees from various backgrounds that speak a range of languages.

If you have a forward-thinking attitude and are ready to go the extra mile with us, we look forward to receiving your application.

Please send your application, including a cover letter, to recruitment@inceptua.com (attachments must be in PDF format).