

Opportunity with San Diego Biopharmaceutical – Ambrx, Inc.

Senior Accounts Payable Specialist

(Job: 05- 17BR)

Ambrx, Inc. is a biopharmaceutical company with a mission to deliver breakthrough protein therapeutics. Ambrx is based on a fundamental advance in protein biosynthesis that enables the company to genetically engineer proteins with new amino acid building blocks beyond the common twenty, enabling the biosynthesis of proteins with new physical, chemical and pharmacological properties. At Ambrx, we are dedicated to assembling and developing an exceptional team and a breakthrough technology to create the next generation of protein-based medicines.

This position reports to the Accounting Manager and is responsible for timely financial input and payment processing within the accounts payable function. The AP Specialist will maintain vendor relationships, interact with Ambrx personnel across various levels and functions, and help implement improvements to procedures and ensure compliance with our policies. This position also provides analysis and support to the Accounting Manager and the VP of Finance, and handles special projects as they arise.

Major Responsibilities:

- Maintain vendor master files which includes new vendor set-up in system, vendor statement reconciliation, and resolution and documentation of discrepancies and payment issues
- Perform three-way match (invoice, purchase order, and receipt) for product purchases
- Review, code, and process invoices, check requests, credit card statements, and credit memos ensuring accuracy and necessary approvals
- Process and mail Accounts Payable checks weekly
- Input domestic and international wires via the online banking system, including foreign currency conversion
- Assist with month-end duties including timely close of accounts payable module and maintaining and reconciling the AP aging and received not invoiced reports
- Maintain W-9s and prepare and distribute 1099s and other related tax forms
- Self-assess use tax on purchases in accordance with California sales/use tax regulations. Submit quarterly returns
- Review expense reports for compliance with travel and entertainment policy and process for payment
- Review and monitor timely preparation of monthly credit card reconciliation reports
- Comply with relevant internal controls, policies, and procedures
- Monitor and analyze specific AP operations, such as invoice research and follow up, problem documentation, and standardization of input

Job Requirements:

- Minimum of (5) five year's experience in accounts payable
- AA Degree or equivalent preferred and experience in the biotech industry a plus
- Experience with Great Plains Dynamics
- Experience with Point Purchasing System, is desirable
- Intermediate-level skills using Excel, Word, and Outlook
- Detail oriented, well-organized, accurate, and able to effectively perform multiple tasks
- Strong communication (both written and oral) and listening skills
- Must be a team-player, self-starter, and able to work with all levels of the organization
- Experience in SOX compliance preferred
- Familiarity with California sales/use tax, W-9 and 1099 reporting

To be considered as an applicant, please submit your resume/CV referencing the specific position of interest and position code to careers@ambrx.com. Applicants whose qualifications and experience most closely match the requirements of the position will be reviewed. Candidates will only be contacted for evaluative discussions. Ambrx offers competitive compensation & benefits. EOE