



Title: Part-time AP Accountant

Company Description

Catabasis Pharmaceuticals (CATB) is a publicly-traded, clinical-stage biopharmaceutical company focused on the discovery, development and commercialization of novel therapeutics using its proprietary Safely Metabolized And Rationally Targeted, or SMART, linker technology platform. The Company's SMART linker technology platform is based on the concept of treating diseases by simultaneously modulating multiple targets in one or more related disease pathways. The Company engineers bi-functional product candidates that are conjugates of two molecules, or bioactives, each with known pharmacological activity, joined by one of its proprietary SMART linkers. The SMART linker conjugates are designed for enhanced efficacy and improved safety and tolerability. The Company's focus is on treatments for rare diseases. For more information on the Company's technology and pipeline of drug candidates, please visit www.catabasis.com. The Company is based in the Kendall Square area of Cambridge, Massachusetts.

Position Summary

The Part-time AP Accountant will be responsible for invoice entry, check runs, reconciliation of expenses under the company's American Express corporate card program, and other related accounts payable tasks. The position requires a highly conscientious, reliable professional who will be discreet with sensitive information. A solid foundation in accounting education is also required. The qualified candidate will join a small finance team and have opportunities to learn and develop new skills as the Company grows. The position provides an attractive opportunity to set a flexible schedule while remaining active or gaining experience in the field.

Position Responsibilities

- Invoice entry for ordinary invoices, including obtaining required approvals and three-part matching
- Coordinate check runs with stakeholder schedules, run aging reports, create proposal, and communicate with stakeholders through completion
- Print checks, coordinate signatures, handle mailing process
- Working from a file of corporate Amex charges, match receipts to expenses, match expenses to GL accounts, seek missing receipts, and obtain appropriate approvals
- Purchase order creation
- Other projects as needed

Qualifications

Requirements:

- Significant progress toward bachelor's degree in Accounting, Business Administration or Finance
- Strong written and oral communication skills
- Availability for 15-20 hours/week during regular business hours

Desired:

- Relevant professional experience a plus
- Desire to secure part-time, year-round, employment for a period of a year or more a plus