



Title: Part-time AP Accountant

Company Description

At Catabasis Pharmaceuticals, our mission is to bring hope and life-changing therapies to patients and their families. Our lead program is edasalonexent, an NF-kB inhibitor in Phase 3 development for the treatment of Duchenne muscular dystrophy. For more information on edasalonexent and our Phase 3 PolarisDMD trial, please visit www.catabasis.com.

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
- 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