



**Job Title:** AP Specialist

**Department:** Accounting & Finance

**Reporting to:** VP, Corporate Controller

**Location:** Boston, MA

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Rhythm is seeking an Accounts Payable Specialist to join the Finance & Accounting Team. This position is responsible for working collaboratively with the Finance team and the rest of the organization on performing the day to day accounts payable activities in a SOX compliant environment. This position requires the ability to multitask in a professional environment while working with people at all levels across the entire organization. A successful candidate will be the subject matter expert and “go to” person for accounts payable. They will provide these services in an effective and efficient manner, ensure that the Company’s finances are accurate, and that vendors and suppliers are paid within established guidelines.

### Principal Responsibilities

- Handle day to day invoice processing through the accounting system, ensuring invoices are approved by Business Managers timely;
- Manage the AP Aging and supporting accounts to ensure that accounts remain in good standing;
- Manage weekly payment runs;
- Complete quarter-end close tasks and manage year end 1099 tax reporting processes;
- Provide excellent service to our internal and external vendors by ensuring that research and resolution of any inquiry is completed in a timely manner;
- Provide guidance to the team in efforts around problem solving and troubleshooting, collaborating with other teams as necessary;
- Generate ideas for continuous process improvement; setting up ACH system
- Other duties and ad hoc projects as assigned.

### Qualifications and Experience

- Bachelor’s degree;
- Minimum of two years prior experience in an Accounts Payable position;
- Experience using an accounting ERP system;
- Prior experience in a SOX compliant environment;
- Must be able to manage workload, and prioritize as necessary to meet deadlines while exhibiting a strong attention to detail and accuracy;
- Excellent verbal and written communication skills and ability to work with all organizational levels;
- Prior work experience in the pharmaceutical, biotech or life sciences industry;
- Proficient in Microsoft Office, specifically Excel and Word

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