



540 Division Street, Campbell, California 95008-6906
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Job Title: Accounts Payable and Accounts Receivable Clerk (Part-Time)

At List Labs, our mission is to *"harness bacteria's potential for a healthier world."* We are a premier contract development and manufacturing organization (CDMO) specializing in bacterial-derived products for early clinical trials, including live biotherapeutic products from the rapidly growing microbiome field. Our expertise also includes the production of native and recombinant bacterial proteins and toxins for research and development.

We offer a dynamic, collaborative environment where innovation thrives, and employees are empowered to make a meaningful impact.

Position Overview

We are seeking an experienced part-time Accounts Payable and Accounts Receivable Clerk to manage day-to-day AP and AR activities, including invoice processing, vendor payments, billing, cash application, and account reconciliations. Reporting to the Accounting Manager, this role ensures accuracy, timeliness, and compliance with internal controls while maintaining efficient operations of the accounting function.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Payable

- Match vendor invoices to purchase orders and receiving documentation to verify accuracy.
- Enter vendor invoices into the accounting system with appropriate general ledger coding.
- Process weekly vendor payment and credit memos in accordance with established procedures.
- Process and record corporate credit card transactions.
- Reconcile vendor statement and respond to vendor inquiries regarding payments.
- Maintain organized and complete AP files and supporting documentation.

Accounts Receivable

- Generate and issue customer invoices on a daily basis.
- Distribute invoices to customers via email or other approved methods.
- Monitor customer accounts and follow up on outstanding balances.
- Record and reconcile customer payments.
- Research and resolve billing and payment discrepancies.
- Issue credit memos as needed.
- Perform account reconciliation.
- Respond to customer billing inquired in a timely manner.
- Maintain organized and completed AP files and supporting documentation.
- Perform other accounting duties as assigned

QUALIFICATION AND EXPERIENCE

- Associate's degree in Accounting or related field, or equivalent relevant experience.
- Minimum of three (3) years of relevant experience in accounts payable and receivable.
- Prior experience in a manufacturing or biotech environment preferred.
- Proficient in Microsoft Excel and Microsoft Word.
- Experience working with an ERP system required; NetSuite experience strongly preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong attention to detail and accuracy.
- Effective written and verbal communication skills.
- Ability to organize and prioritize work to meet deadlines.
- Ability to work independently and collaborative within a team.
- Self-motivated with a demonstrated sense of accountability and follow-through.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 15 pounds at a time.
- Specific vision requirements include reading of written documents and use of computer screens.
- While performing the duties of this job, the incumbent may be regularly required to stand, sit, talk, hear, reach, stoop, kneel, climb and use hands and fingers to operate a computer, keyboard, and telephone; reach with hands and arms.

COMPENSATION AND JOB TYPE

- The anticipated hourly range for this position is \$27 - \$35 based on a variety of factors, including but not limited to, internal equity, experience, education, specialization, skills, abilities, and training relevant to the role.
- The above salary range represents the Company's good faith and reasonable estimate of the range of possible compensation at the time of posting.
- This is a part-time role, Monday – Friday, 25 - 30 hours per week.

Apply Today: applicant@listlabs.com