



BioScreen® Testing Services, Inc.

Accountant I

BioScreen Testing Services, Inc a well-established consumer product-testing laboratory, providing services to the Pharmaceutical/ Biotech, Medical Device and OTC/Personal Care industry is currently seeking for an Accountant I.

This position is responsible for the Company's **Accounts Receivable**, customers' invoices, sales orders, credit and collections, cash receipts, bank deposit, customer's deposit reconciliation, bank reconciliation, and other customer related reports, and/or **Accounts Payable**, purchase orders, staff expense reports, credit card statements and receipts and other vendor related processing and reporting and other accounting matters at the direction of the accounting manager.

Qualifications

- Bachelor's Degree – Accounting, Finance or Business Administration.
- Minimum 2 years A/R and A/P experience.
- MAS 90/Sage 100 experience preferred or similar accounting software.
- Pleasant with good communication skills.
- 10-key, typing and word processing skills.
- Knowledge of **Advanced Excel** spreadsheet is a must.
- Detail conscious and multi-task oriented in fast paced environment.
- A team player
- Ability to work independently with minimum supervision
- Reliable transportation.

Submit resumes with salary requirements to jobs@bioscreen.com

Visit our website at www.bioscreen.com

Company requires drug screen and background check prior to employment.