



VentureWell is on a mission to cultivate a pipeline of inventors, innovators, and entrepreneurs driven to solve the world's biggest challenges and to create lasting impact. We foster collaboration among the best minds from research labs, classrooms, and beyond to advance innovation and entrepreneurship education and to provide unique opportunities for STEM students and researchers to fully realize their potential to improve the world.

Over the past 20+ years, we've trained more than 2,000 early-stage innovation teams and helped launch over 850 ventures that have raised close to \$1billion in public and private investments. These ventures have reached millions of people in over 50 countries with technological advancements in fields such as biotechnology, healthcare, sustainable energy and materials, and solutions for low-resource settings.

Accounting Assistant

Responsibilities:

Supports our growing Accounting and Finance team with a variety of administrative tasks:

- Receives and organizes bills, ensuring proper supporting documentation and approvals.
- Assists with Accounts Payable functions, including processing vendor bills and payments.
- Works directly with VentureWell staff and external constituents to support accurate and timely processing of expense reimbursements and credit card reconciliations (using Concur); ensures proper supporting documentation and compliance with VentureWell and funder policies.
- Prepares bi-weekly payroll for review/submission and manages employee compliance with payroll/time-reporting deadlines.
- Assists Accountant with benefits administration.
- Assists with external audit preparation and ongoing internal audit and internal control procedures.
- Answers Finance Department phone calls and monitors Finance email.
- Maintains payroll and accounting (physical and digital) files.
- Provides other administrative support to Finance staff, as needed.

Requirements:

- At least 2 years post-secondary education, Bachelor's degree preferred
- Related administrative and/or accounting experience.
- Knowledge of bookkeeping and accounting best practices, laws, standards, and Generally Accepted Accounting Principles (GAAP) preferred.
- Ability to apply appropriate tools and technologies used in the workplace; adapts to new technologies with ease as needed.
- Proficiency with Microsoft Office tools required. Advanced Microsoft Excel skills (e.g. VLOOKUP function and/or pivot tables) preferred.

- Digital fluency using cloud-based office tools such as G Suite, CRMs and/or ERPs (Salesforce, NetSuite), team collaboration tools, and other web-based applications; with ability to incorporate these tools into day-to-day work.
- Exceptional time management and organization skills; ability to prioritize in a changing environment.
- Ability to handle sensitive, confidential information.

Across the board, VentureWell staff:

- Are able to succeed and thrive in an environment with competing and changing priorities and tight deadlines.
- Have a track record of and ability to build solid, collaborative working relationships; and are strong team players who enjoy "customer service".
- Are self-starters with strong attention to detail and a commitment to delivering high quality work.
- Are active learners who independently learn new tools and work processes quickly.
- Have excellent written and oral communication skills.

For more information about VentureWell, including our benefits, click [here](#)

To apply, please send a cover letter, and your resume to jobs@venturewell.org

Candidates for this position must not require sponsorship for U.S. Work Authorization

VentureWell is an Equal Opportunity/Affirmative Action Employer. M/W/D/V