



Job Description: Bookkeeper and Office manager

Employment: Part-time (2 days/week) with the ability to go to full-time later

Description

MicroSintesis is excited to announce that we are expanding our PEI team. We are currently looking for a dynamic person to be our bookkeeper and office manager. This person will work directly with the CEO and will be responsible for performing all administrative and office activities. Duties will include bookkeeping and basic accounting including preparing invoices, entering AR invoices, paying AR, payroll and managing employee expenses, financial report preparation, monitoring department expense budgets, submitting grant claims for reimbursement, inventory management assistance, sourcing materials and filing.

Requirements

Undergraduate degree; preferably in a scientific discipline

Demonstrated bookkeeping skills; preference will be given to candidates with a professional bookkeeping accreditation

Extensive software skills, specifically QuickBooks and Microsoft Office; must be proficient in the use of Excel

Highly organized; must be able to coordinate several activities at once

Strong communication skills

The suitable candidate will be hard working, energetic and enjoy working in a fast paced, start-up environment.

Please send all resumes and letters of interest to: hmciver@microsintesis.com with the email title "Office Manager"

About the Company

MicroSintesis is a new life sciences company building a novel platform using Proteobiotics: anti-virulent molecules produced by probiotics. MicroSintesis is on the forefront of developing bio-technologies that fight antibiotic resistant bacteria and reduce the ability of bacteria to cause infection. Our ability to succeed depends on the integrity, knowledge, ingenuity, and hard work of each of its team members. We strive to create an environment of mutual respect in which members have the freedom to operate and make decisions independently. As part of our team, you'll have the opportunity to collaborate with talented and dedicated colleagues who are all committed to the dynamic culture of a biotech start-up.