

**Title:** Accounting Assistant  
**Department:** Accounting  
**Location:** Marlborough, MA

**About Akoya Biosciences:**

As 'The Spatial Biology Company®', Akoya Biosciences' mission is to bring context to the world of biology and human health through the power of spatial phenotyping. The company offers comprehensive single-cell imaging solutions that allow researchers to phenotype cells with spatial context and visualize how they organize and interact to influence disease progression and treatment response. Akoya offers two distinct solutions, the CODEX® and Phenoptics™ platforms, to serve the diverse needs of researchers across discovery, translational and clinical research.

**Position Summary:**

The Accounting Assistant, Accounts Receivable is responsible for managing customer accounts and collections, applying payments, and credit checks. Candidates should possess a can-do attitude and desire to learn and grow within the company.

**Duties & Responsibilities:**

- Collect outstanding balances from Akoya clients
- Process monthly invoicing to customers
- VAT reporting
- Research billing discrepancies
- Build relationships with client companies to collect outstanding balances
- Monitor Accounts Receivable to identify past due accounts and prepare analyses
- Research discrepancies and eliminate obstacles to collecting past due balances
- Posting of accounts receivable cash and processing of credit card transactions
- Prepare monthly A/R reports and present results
- Collect and manage an accounts receivable portfolio as assigned by management
- Interaction with numerous departments to effect resolution of credit and collection issues
- Assist in the reporting of credit and collection metrics to senior management

**Skills & Requirements**

- Bachelor's Degree in Accounting, Finance or related discipline preferred
- At least 1 year of prior business experience preferably within an AR related role
- Strong analytical and problem-solving skills, along with a positive attitude and solid work ethic
- Experience with Microsoft Excel is required. Experience with accounting packages such as NetSuite is a plus.
- Strong organization and communication skills

Apply at: [careers@akoyabio.com](mailto:careers@akoyabio.com)