



**Open Position: Staff Accountant**

**Position Type: Full-time Employee**

seqWell, Inc. is seeking a talented Staff Accountant to join us as part of our growing Operations team. You will ensure our finance operations run smoothly and drive process improvements. If you are fiercely passionate about streamlining, are vigilant when handling money, and want to have a high impact on a fast-growing company, we want you on the team as a Staff Accountant.

**Key responsibilities include:**

- Assist with Accounts Receivable Invoicing, Cash Application, Credit and Collections
- Assist with Accounts Payable, New Vendor Setup and Vendor Relations
- Set up of weekly ACH vendor payments in bank
- Assist with the month and quarter-end close process to include creation and posting of journal entries and all Balance Sheet Reconciliations
- Support Controller with ad-hoc assignments

**Qualifications:**

- Must have in-depth knowledge of General Ledger Accounting and Financial Statements
- Must have in-depth knowledge and experience with all facets of Accounts Receivables
- Must have in-depth knowledge and experience with all facets of Accounts Payables
- Must have in-depth knowledge of Balance Sheet and Income Statement account reconciliation

**Desired Skills:**

- Bachelor's degree with 3-5 years of General Ledger/AP/AR/experience
- Can work well both independently and on a team
- Highly accurate and detail oriented
- Highly analytical mind and not afraid to dive deep into the details and solve problems
- Familiarity with Gmail/Google Suite/Excel
- NetSuite Experience Preferred

Interested candidates should send their C.V. to: [careers@seqwell.com](mailto:careers@seqwell.com)

seqWell is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: seqWell is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at seqWell are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. seqWell will not tolerate discrimination or harassment based on any of these characteristics.