

Junior Accounts Payable Accountant (80%)

Reports to: Corporate Accountant **Type of contract: Permanent** **Start date: ASAP**

Are you a detail-oriented analytical-minded professional with a good grasp for accounting, looking for a new challenge where you can support the future growth of your company?

About us

Lunaphore Technologies is a company born with the vision of accelerating cancer research, by making spatial biology mainstream in every research laboratory. We build solutions that simplify technology adoption for discovery and translational research laboratories and empower researchers to develop better targeted treatments for cancer and other diseases.

To strengthen the accounting function, we are looking for a highly motivated and dynamic individual to join our team!

Your Missions

Reporting to the Corporate Accountant, you will be responsible for the whole Accounts Payable (AP) cycle:

- Reconcile AP invoices with Purchase Orders and/or Order Confirmations
- Record vendor invoices into the accounting system
- Prepare payment batches on a weekly basis
- Reconcile and book vendor payments
- Manage the accounting inbox and vendor communications
- Reconcile the purchase ledger with the general ledger
- Update and maintain vendor database
- Support in continuously improving the AP cycle process
- Support the team in the integration of the accounting in the ERP system
- Perform routine bank reconciliations
- Support in the year-end audit
- Other administrative tasks

Your ideal profile

- 1-2 years of experience in accounting or finance on the Swiss market is desired
- Swiss professional commercial maturity or equivalent desired
- Excellent verbal and written communication skills and ability to communicate
- High attention to detail, ability to maintain deadlines, curious and analytical-minded
- Ability to maintain confidentiality of highly sensitive information
- Good Excel skills, including VLookUps, Pivot Tables is a must and Winbiz is a plus
- Good organizational skills and ability to prioritize activities in a rapid paced and changing environment
- Fluency in English and French is mandatory

What we offer

- A dynamic company where you can have a real impact
- An environment where you will be able to grow both professionally and personally
- Collaborate every day with a young, interactive, and motivated team
- A diverse and international working environment

Are you passionate about making spatial biology mainstream and empowering researchers? Us too!

Send us your complete application through human.resources@lunaphore.com