



Part Time Accounting Assistant

Ribometrix is a platform therapeutics company discovering small molecule drugs that target functional 3D RNA structures to treat human diseases. Our main operations are located in the heart of Research Triangle Park in Durham, North Carolina.

We are seeking a part time Accounting Assistant to support our growing operation. This person will be responsible for the following activities:

Responsibilities include but are not limited to:

- Filing of accounting and company records.
- Prepare checks (copy and file) - maintain check registers / daily cash position.
- Enter accounts payable/general ledger entries into the accounting system.
- Perform other duties as needed

Requirements and Qualifications:

- Work requires knowledge of general accounting principles usually through two years post-secondary education in accounting or a related business field or previous accounts payable experience
- Excellent interpersonal skills, strong initiative, excellent organization and attention to detail, proactive communication skills, and strong written and verbal communication and presentation skills are required
- Must be able to work on site 10 to 15 hours per week

Please apply directly at: <https://recruiting.paylocity.com/recruiting/jobs/Details/184322/Part-Time-Accounting-Assistant>

Ribometrix is an Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Recruiting Agencies, Please Note:

Ribometrix will not accept unsolicited assistance from recruiting/search agencies for this employment opportunity. Please, no phone calls or emails. All resumes submitted by recruiting or search agencies to any employee at Ribometrix via email, the Internet or in any form and/or method without a valid written search/recruitment agreement in place for this position will be deemed the sole property of Ribometrix. No fee will be paid in the event the candidate is hired by Ribometrix as a result of the referral or through other means.