



**Job #: 03-230**

**Job Title: Accounts Payable Associate**

**Location: Waltham, Massachusetts**

**Role Summary:**

Deciphera Pharmaceuticals is a clinical-stage biopharmaceutical company focused on improving the lives of cancer patients. We have used our proprietary drug discovery platform to develop a diverse pipeline of drug candidates designed to improve outcomes for patients with cancer by enhancing the quality, rate and/or durability of their responses to treatment. We currently retain global development and commercialization rights to our drug candidates, including three programs in clinical development. Deciphera (NASDAQ: DCPH) is a publicly traded company headquartered just outside Boston in Waltham, Massachusetts. Our state-of-the-art research facility is located near the University of Kansas in Lawrence, Kansas.

We offer an outstanding culture and opportunity for personal and professional growth based on these key principles:

- providing a collaborative, energized and fun work environment where people are empowered and supported in the achievement of their career goals
- a diverse and multi-disciplinary workforce
- dedicated and talented people who are passionate about achieving excellence in all they do
- a work environment that allows you to balance your priorities
- above all else, a commitment to the patients we serve

We are seeking an **Accounts Payable Associate** to support all aspects of the accounts payable cycle.

This position will report to the **Director of Accounting** and be located in the Waltham, MA office.

**Key Responsibilities:**

- Prioritize, manage and process A/P entries for daily, weekly, monthly functions
- Review and audit expense reports for processing, adhering to company travel policy
- Input expense payable requests for reimbursement
- Process purchase orders into AP system upon complete review of approved and signed contract and audit of account coding

- Monitor the Accounts Payable inbox in Outlook and resolve invoicing requirements
- Obtain proper approvals for PO, invoices and payments
- Resolve invoice and payment disputes, including communication with vendors, as needed
- Distribute payments to include check, wires, ACH/credit card processing
- Maintain and reconcile vendor records and accounts
- Process 1099's
- Assist team with GL and bank reconciliation, as needed
- Work with Accounting team on other accounting related projects

**Required Qualifications:**

- Bachelor's Degree preferred
- 2+ years' experience in accounts payable preferably in a biotech
- Working knowledge of Microsoft Office Suite (Outlook, Word and Excel)
- Experience with NetSuite and Concur, a plus
- Requires attention to detail and compliance with strict deadlines
- Strong organizational skills and ability to prioritize and multi-task
- Ability to effectively communicate, both verbally and in writing
- Experience working in a fast-paced, high-growth environment

Deciphera offers competitive compensation, including equity-based compensation, and a comprehensive benefits package that includes medical, dental, vision, 401(k) retirement plan, life insurance and a flexible spending account for either health care and/or dependent care.