



Accounts Payable Specialist

Minneapolis, Minnesota, USA

About us

Calyxt, Inc. is a consumer-centric, food- and agriculture-focused company. Calyxt is pioneering a paradigm shift to deliver healthier food ingredients, such as healthier oils and high fiber wheat, for consumers and crop traits that benefit the environment and reduce pesticide applications, such as disease tolerance, for farmers. Calyxt develops non-transgenic crops leveraging processes that occur in nature by combining its leading gene-editing technology and technical expertise with its innovative commercial strategy. Calyxt is located in Minneapolis-St. Paul, MN, and is listed on the Nasdaq market (ticker: CLXT).

For further information please visit our website: www.calyxt.com

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Job Summary

The Accounts Payable Specialist reports directly to the Controller and is responsible for processing invoices, setting up suppliers, researching and resolving issues within the procure to pay (PTP) process, preparing annual 1099s and providing remittance materials to suppliers. This position works closely with purchasing and payables personnel as well as those in the company that place orders. The position has responsibilities involved with the monthly financial close and completion of Sarbanes-Oxley controls.

Key Responsibilities:

Within the Procure to Pay (PTP) process:

- Ensure all invoices are accurately recorded, timely and in the correct periods.
- Monitor exception reports and work with others to resolve and/or document decisions timely and accurately.
- Maintain supplier master data, collecting the appropriate support to set up, edit and remove suppliers as necessary.
- Prepare annual 1099s.
- Maintain existing processes for the close and reporting cycles to ensure timely and accurate reporting. After learning the role, look for and recommend improvements to these cycles.

- Document and maintain adequate and effective internal controls, and where necessary, implement new controls ensuring compliance with all applicable laws, rules, and regulations.
- Work effectively with the independent auditors.
- Other support duties as assigned.

Demonstrate strong business acumen and presentation skills in front of internal and external stakeholders:

- Support preparation and communication of internal policy, process and financial information.
- Respond to supplier inquiries and remittance requests.
- Create and execute training programs for the PTP process.

Required Qualifications:

- Associates or Bachelor's degree in accounting with 2+ years of experience in accounting or accounts payable role OR 6+ years of experience in an accounting or accounts payable role.
- Strong organizational skills and experience strengthening financial reporting, metrics reporting and internal controls.
- Knowledge of US GAAP and SOX rules.
- Strong expertise in Microsoft office tools (notably Excel).
- Demonstrated strong communication skills, both oral and written.
- Demonstrated success in managing risk and embracing change.

Preferred qualifications:

- Accounting experience in a public company.
- Experience in agriculture-based businesses.
- Experience in an entrepreneurial high growth environment is a plus.
- Experience with SAP by Design is a plus.

Contact: Please send resume and motivation letter to CLX_APS_2018-12@calyxt.com