



**ACCOUNTING ASSOCIATE
CORTEX INNOVATION COMMUNITY
ST. LOUIS, MISSOURI**

POSITION SUMMARY

The Accounting Associate is a full-time, salaried position with benefits and is responsible for performing the Accounts Receivable, Accounts Payable, and other administrative functions required to support the work of Cortex, its subsidiaries, and affiliates. The Accounting Associate will work closely with Cortex staff, individual property managers and others to ensure a high quality of service experience for customers, tenants, and vendors in the Cortex District. Interested jobseekers should be able to demonstrate consistent attention to detail, organization, and interpersonal skills.

CORTEX INNOVATION COMMUNITY

Cortex is a vibrant space serving as an inclusive economic engine for St. Louis. Cortex creates equitable economic impacts by leveraging high-quality facilities, developing programs that build knowledge and networks, and convening strategic partnerships that attract and support emerging and established companies. Founded in 2002 through a collaboration of Washington University in St. Louis, BJC HealthCare, the University of Missouri – St. Louis, Saint Louis University, and the Missouri Botanical Garden, the Cortex Innovation Community (CortexSTL.org) is an internationally recognized hub of innovation and entrepreneurship that is focused on accelerating inclusive economic growth in St. Louis.

Cortex's mission is to advance inclusive economic growth in the St. Louis region. Cortex's new 5-year strategic plan can be found [here](#).

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chief Financial Officer
Collaborates with: Cortex staff, customers, and vendors

POSITION RESPONSIBILITIES INCLUDE

- Administering and processing accounts payable and accounts receivable to ensure accurate recording in the books and records.
- Preparing and processing payments of organizational obligations.
- Preparing and issuing periodic invoices for revenue & reimbursement, as necessary.
- Recording and processing payments received.
- Ensuring accuracy of balances in payable and receivable account subledgers and proposing and submitting adjustments and/or journal entries, as necessary.
- Maintaining supporting schedules that underlie various general ledger accounts.



- Supporting the Chief Financial Officer with various projects as assigned.
- Collaborating with outside accountants, partners, and auditors.
- Other duties as may be assigned by the Chief Financial Officer.

POSITION REQUIREMENTS

- Good written and oral communication and interpersonal skills to interact within the organization, with partner organizations, with external professionals, and others.
- Knowledge of automated financial and accounting reporting systems.
- Willingness to learn Cortex's pre-existing systems.
- Strong organizational skills and attention to details.
- A strong working knowledge of MS Office applications (especially Excel) and small business accounting software.
- Must possess a minimum of one to three years of relevant experience performing the duties enumerated above. A Bachelor's Degree is preferred.
- Commitment to advancing Cortex's mission.

DIVERSITY, EQUITY AND INCLUSION

Cortex actively seeks to increase diversity of its workforce. Cortex is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

COMPENSATION

The hiring salary range for this position is \$45,000-\$55,000 a year. Cortex employees also receive a benefits package that includes health insurance, 9 holidays, 20 days of PTO a year, 10% 401K matching after 6 months, and others. Work location expectation is hybrid between in the office and at home.

RESUME SUBMISSIONS

Please submit a letter of interest and resume to resumes@cortexstl.com. We will interview until we fill the position but prefer a submission date of EOB April 8.