



ACCOUNTS PAYABLE ANALYST POSITION DESCRIPTION

Job Title: Accounts Payable Analyst
Reports to: Corporate Controller
Classification: Full – Time, Exempt, Salaried

Company Summary: Aeglea Biotherapeutics, Inc. is a biopharmaceutical company based in Austin Texas developing novel treatments for inborn errors of metabolism and therapies targeting tumor metabolism. Aeglea Biotherapeutics, Inc was founded in 2013 to develop engineered human enzymes invented in the laboratory of George Georgiou, Ph.D. at The University of Texas at Austin. The Aeglea Biotherapeutics product pipeline consists of a suite of amino acid degrading enzyme treatments. Please see www.aegleabio.com for more information.

Position Summary: Aeglea BioTherapeutics based in Austin Texas, is actively recruiting for an Accounts Payable Analyst. The Accounts Payable Analyst is responsible for all accounts payable administrative functions.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following:

- Manage the full accounts payable cycle from receipt of invoices to payment; including coding invoices, matching purchase orders, obtaining approval, and entering the invoices into the accounting system.
- Process employee expense reports, including verification of receipts and coding.
- Prepares batch check runs, wire transfers, and ACH transactions.
- Responsible for monthly accounts payable journal entries and balance sheet reconciliations.
- Ensure all accounts payable policies and procedures are adhered to including travel and related expenses, vendor approval and invoice processing.
- Responsible for IRS 1099 compliance and reporting.
- Responsible for imaging and record retention of all accounts payable documents.
- Manage vendor relations and build effective partnerships.
- Partner with Corporate Controller to identify and implement process improvements
- Process cash receipts and accounts receivable maintenance transactions.
- Assist team with gathering support for all audits, including pulling documentation.
- Investigates and resolves problems associated with processing of invoices and purchase orders.
- Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.

- Assist in ad hoc projects as needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience: The ideal candidate will offer:

- 2-5 years of experience directly related to the duties and responsibilities specified.

Knowledge, Skills and Abilities:

- Thorough understanding of general accounting
- Intermediate proficiency with a strong emphasis on Microsoft Excel.
- Adherence to tight deadlines and quick turnaround for accounting deliverables.
- Ability to effectively present information and respond to questions from management, vendors, and associates.
- Strong organizational skills and the ability to develop and maintain an organized structure.
- Ability to work collaboratively in a dynamic environment where adaptability is imperative.
- Accurate with a strong attention to detail.
- Strong written and oral communication skills.
- Previous experience using NetSuite is a plus.

Work Environment:

This is a high growth, fast paced small organization. The ability to be productive and successful in an intense work environment is critical.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.