



Internship Position: Intern, Accounts Payable
Organization Name: Vertex Pharmaceuticals

Academic Majors: Accounting, Finance, Business Administration
T-Accessible: Yes – South Station & Vertex Shuttle
Address: 50 Northern Avenue, Boston MA 02210
Hours/ Days: TBD
Compensation: \$15.00/hr. + travel stipend

Organization Overview (mission, service areas, size, culture):

Vertex is a global biotechnology company that aims to discover, develop and commercialize innovative new medicines so people with serious diseases can lead better lives. Founded in 1989 in Cambridge, MA, Vertex today has research and development sites and commercial offices around the world in the United States, Canada, Europe and Australia

Internship Position Summary (please include any training provided):

The Accounts Payable co-op role manages the receipt and entry of all invoices (paper and electronic) into Oracle AP, and will be responsible for creating a tracking and reporting system that will be critical to the management of the team's workload. The role will also partner with Vertex's technical team to resolve any issues related to invoice receipt and scanning, and assist the Accounting team with AP-related projects, as necessary. The role will develop and use critical thinking skills through the learning and use of newest technology scanning and workflow applications, and the candidate will present data and recommend process changes related to that function. The candidate will gain additional experience through partnerships with our AP teams in Canada and the UK, the general ledger team, Procurement and the SOX audit and compliance teams.

Job Responsibilities (regular duties and special projects):

(Project) Create a tracking and reporting mechanism to ensure all invoices received at Vertex are scanned to MarkView and entered into Oracle.

(Daily) Monitor the Accounts_Payable@vrtx.com inbox. Review invoices requiring processing through Markview and triage non-invoice inquiries.

(Daily) Ensure all incoming paper invoices (mail) is opened, stamped, batched and scanned into the Markview system.

(Daily) Return 'not-in-good-order' invoices, partner with vendors to receive proper invoices and resolve invoicing issues.

(Daily) Resolve issues related to rescan requests, illegible invoices and the batch/scan process.

(Daily) Partner with Vertex AP teams around the globe, Procurement and GL teams to learn about their challenges, teach them the US process and assist in finding efficiencies in the US process.

(Weekly) Report metrics on number of invoices scanned/processed, issues reported and resolved.

(Monthly) Present data to management on invoice volume trends, and specific vendor problems, with action plans for improved invoice processing and vendor relationships.

(As Needed) Attend meetings and trainings on projects and initiatives. Provide AP perspective and feedback on process improvements.

(As Needed) Support the AP team during times of high volume, vacations and unplanned absences by serving as a backup to both Travel/Customer Service and Invoicing teams.

Qualifications (attitude, skills, abilities, knowledge, experience needed):

Minimum Qualifications

- Must have a high school diploma and be enrolled in a degree program leading to a Bachelor's degree
- Working knowledge of MS Word, Excel, and PowerPoint

Preferred Qualifications:

- Completed accounting, finance or business administration coursework
- Prior intern/ co-op experience
- Attention to detail, flexibility and ability to manage multiple competing priorities while meeting expected deadlines
- Strong analytical capabilities and problem solving skills
- Highly motivated and energetic
- Strong work ethic and tenacity