

About Vandstrom, Inc.

(www.vandstrom.com)

Vandstrom is a leader in the convergence of polymer and protein membrane technology. We have developed a high-performance membrane platform for water, life science, industrial biotech, food, and dairy separation applications.

Nature's ability to separate chemical elements at the molecular level with the use of highly specialized proteins in the channels of cell walls was the subject of [a 2003 Nobel Prize in Chemistry](#). Vandstrom has developed advanced capabilities in the expression, purification, and production scale-up of porins from biological sources methods. When these proteins are embedded into a robust polymer structure, this achieves a unique membrane performance profile.

Our core technology is based on new chemistry and manufacturing methods to achieve highly permeable membrane material with narrow molecular size exclusion cut-off. By adding an active protein layer, the membranes will separate constituents at the ion level.

Vandstrom is focusing on the development of a wide range of applications for its patented technology. The aim is to provide disruptive solutions for the water treatment, health, food, and other industries enabling these industries to enhance their products, reduce costs, and save energy. The membranes are designed to withstand challenging and sometimes harsh environment in various industrial applications.

The company started-up its own manufacturing facility in 2019 to produce an ultrafiltration product that was originally developed in 2016 as a support substrate for a biomimetic membrane but has been successfully supplied in the food, dairy and industrial bio-tech markets. The UF element product is currently in use at several sites in a live production environment in the US, Europe and Asia Pacific, and it helps customers achieve high efficiency molecular separation in these "high value" fluid streams.

About the Role

Vandstrom is seeking for a part time Accounting Clerk

Work Location

Vandstrom's main office is located in Gaithersburg, Maryland. This position will have responsibilities at 50 West Watkins Suite 101, Gaithersburg, MD 20878

JOB DESCRIPTION

Job Title: Accounting Clerk
Department/Job ID: Finance/G&A
Reports To: Brian Meyers
Direct Reports (if any): N/A

Valid Date: 5/20/2022
Version #: 1

Job Overview: Vandstrom is seeking for a skilled part time Accounting Clerk to perform a variety of accounting, bookkeeping and financial tasks. The Accounting Clerk will utilize SAP ByDesign ERP accounting systems to process business transactions, accounts payable, and credit card transactions. The Accounting Clerk will also

ensure that the company's daily accounting functions run accurately and effectively.

Role 1: Invoice entry into SAP ByDesign

- Obtain invoices and match by PO number within SAP ByDesign; attaching all invoices to SAP transaction within SAP
- Trouble shoot if PO and Invoice do not match and need to correct PO with Purchasing Manager
- Ensure expenses are going to the correct cost centers and cost elements for accurate financial reporting
- Ensure Capital Expenditure costs are going to a fixed asset IMAT number within SAP, may have to work with Purchasing Manger to confirm
- Enter all credit card transactions and obtain receipts for documentation within SAP

Role 2: Prepare payment File

- Prepare an AP "NACHA" payment file from SAP to be approved by the Director of Finance to pay vendors on time

Requirements:

- Efficient in SAP ByDesign ERP system or equivalent ERP system
- 2-3 years' experience in accounting data entry
- Proven accounting experience, preferably as an Accounts receivable clerk or Accounts payable clerk
- Accuracy and attention to detail
- Well organized

Additional Qualifications:

- Associate degree/High school degree
- Eligible to work is U.S