



**General Administrator / Finance Assistant**  
**MetaBrand LLC – Edison, NJ**

**About MetaBrand**

MetaBrand is not just another beverage formulation company—we are one of the industry’s most advanced formulation, innovation, and product-acceleration partners. For more than a decade, we have helped launch and scale some of today’s fastest-growing functional, clean-label, wellness, and RTD beverage brands. From early-stage concepting to commercial-ready formulas, high-speed production, and regulatory readiness, MetaBrand delivers an unmatched combination of scientific expertise, operational precision, and speed-to-market execution in our own manufacturing facilities.

**Position Summary**

The General Administrator / Finance Assistant supports MetaBrand’s administrative and financial operations by providing accurate data entry, document control, and day-to-day administrative support. This role plays a critical part in maintaining organized financial records, supporting accounts payable and receivable processes, and ensuring smooth office operations within a regulated beverage formulation and manufacturing environment.

**Finance & Accounting Support:**

- Assist with accounts payable (AP) and accounts receivable (AR) processes within NetSuite, including invoice entry, three-way matching, and payment status tracking.
- Enter, review, and maintain financial transactions in NetSuite ERP with a high degree of accuracy.
- Support customer billing, invoice generation, credit memos, and AR follow-up using NetSuite workflows.
- Reconcile vendor statements and assist with expense tracking and coding in NetSuite.
- Maintain organized financial records, vendor files, and supporting documentation within NetSuite and shared document repositories.
- Assist the Finance Manager with NetSuite reports, saved searches, month-end close preparation, and ad-hoc financial analysis.

**Administrative & Office Support:**

- Provide general administrative support including scheduling, correspondence, filing, scheduling, meeting organization, client visits, company events and other needs of the CEO.
- Answer call and general inquiries as needed.
- Maintain organized digital and physical filing systems for finance, operations, and administrative records.
- Assist with onboarding paperwork, employee files, and internal forms as needed.
- Support purchasing activities by tracking purchase orders, vendor information, and approvals.
- Coordinate with vendors, suppliers, and internal departments to ensure timely documentation and communication.
- Centralize Purchasing of office supplies, manufacturing supplies, and R&D needs

**Compliance & Documentation:**

- Assist in maintaining controlled documents in accordance with GMP, SQF, FDA, and internal compliance requirements.
- Ensure accurate recordkeeping for invoices, contracts, and vendor certifications.
- Support internal audits and customer audits by preparing requested administrative and financial documentation.

**Qualifications:**

- Associate's degree or equivalent experience in Accounting, Finance, or Business Administration.
- 1–3 years of experience in an administrative or finance support role.
- Strong proficiency in Microsoft Excel, Word, and NetSuite ERP.
- High attention to detail and strong organizational skills.
- Ability to handle confidential information with discretion.

**Preferred:**

- Experience in manufacturing, food & beverage, or regulated industries.
- Hands-on experience with NetSuite ERP in an operational or finance role.

**Compensation:** Starting \$25.00 / hourly + benefits