

Position Accounts Payable, Receivable and Payroll specialist.

At ClearPoint Neuro our mission is to improve and restore quality of life to patients and their families by enabling therapies for the most complex neurological disorders. We're seeking an experienced professional to run the Accounts Payable, Receivable and Payroll activities at ClearPoint Neuro. We are looking for an empathetic, thoughtful candidate who has enthusiasm for helping patients and wants to join a dynamic and growing medical technology company. Our team members are passionate about growth, innovation and collaboration. We are constantly striving to improve and better ourselves so that we can better help patients and their families. If you have a growth mindset, a hands-on approach and you thrive in a dynamic setting, you are probably a great fit for our team!

As a strong team player and skilled accounting professional, you will make it your mission to streamline our collection, payments and payroll processes.

Objectives of this Role

The AP/AR/Payroll Specialist is responsible for the financial processing of transactions for the Company. Duties include processing vendor invoices into the accounting system, obtaining approval for vendor payments, supporting the payment of invoices and accurate record keeping. The role will support the processing of travel and expense reimbursement using Concur. The role will further coordinate our payroll processing.

Daily and Monthly Responsibilities

Accounts Receivable:

- Responsible for full cycle Accounts Receivable function including managing A/R Inbox, desktop deposits, cash collections, posting of cash and sending invoices and statements
- General ledger activities including preparing A/R and A/P related journal entries
- Reconcile key A/R accounts
- Receive, researches and resolve a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons

Accounts Payable:

- Ensures that for all PO related invoices that the 3-way match process of gathering the PO, Receiving Approvals and Invoice copy occurs timely and is accurate. Requestor approval as needed on service-related invoices.
- Ensures that all non-PO invoices get timely approvals and that GL accounting coding on invoices is accurate.
- Processes and enters all A/P invoices and expense reports into QuickBooks, including ensuring correct GL Account coding.
- Mail/Distribute signed checks including assembling check payment advice to invoices
- Assists with reconciling vendor statements, including asking vendor for missing invoices we do not have.
- Assists with the credit card process including gathering all receipts from cardholders timely to meet the month-end credit card journal entry deadline.

- Review employee expense reports and ensure receipts are attached and approvals received
- Files, maintains, and distributes accounting documents, records and reports.
- Performs other duties as required to support Accounting and HR Department.
- Analyzing workflow processes

Payroll:

- Processes, posts and edits new hires
- Review employee time punch edits made by managers to ensure accuracy and consistency
- Provide assistance with problem troubleshooting and resolves employee pay discrepancies
- Maintain contact with any vendor to investigate discrepancies, resolve issues
- Manage payroll files and other record keeping
- Creates new employee personnel files
- Coordinate with our Professional Employer Organization (payroll)

Skills and Qualifications

- Bachelor's degree in business, accounting, or related field
- Graduate in Accounting or Finance with bachelor's degree or higher.
- Three years experience in accounting and/or similar roles.
- Competency with QuickBooks, virtual AP workflow solutions, Concur or similar accounting systems
- Strong Excel skills
- Data entry skills
- Comfortable with math and calculations
- Good listening and communication skills
- Attention to detail
- Strong ethics
- Ability to work independently and as part of a team

Contact careers@clearpointneuro.com to apply