



Accounts Payable / Accounts Receivable Specialist: Solana Beach, California

Reports to: Director of Accounting

Department: Accounting

Basic Functions:

Summary of Role at ClearPoint Neuro (CLPT):

ClearPoint Neuro is looking for a full-time Accounts Payable / Accounts Receivable Specialist to join our Accounting team located at our beautiful Solana Beach office location! The ideal candidate will have strong organizational skills and have the ability to accurately record and track vendor and customer transactions. Experience working in NetSuite is preferred. This candidate should be a self-starter who has a track record of ethically handling financial information and has strong interpersonal skills and problem-solving skills.

Location: This is a full-time onsite position in Solana Beach, California.

Pay Range: \$24-\$32/hour

About ClearPoint Neuro:

ClearPoint Neuro is a device, cell, and gene therapy-enabling company offering precise navigation to the brain and spine. We uniquely provide both established clinical products as well as pre-clinical development services for controlled drug and device delivery. ClearPoint Neuro is engaged with healthcare and research centers in North America, Europe, Asia, and South America.

Responsibilities & Job Functions:

- **Accounts Payable:** Responsibilities include processing vendor invoices, including performing 2- or 3-way match and obtaining approvals, ensuring timely payments, corresponding with vendors, preparing accounts payable reconciliations, and tracking liabilities for period-end accruals.
- **Accounts Receivable:** Responsibilities include reviewing and sending customer invoices, following up on past due payments, processing customer payments, corresponding with customers, and preparing accounts receivable reconciliations.

- **General:** General duties involve maintaining customer and vendor files, assisting with period-end close procedures, assisting with auditor requests for the annual audit and quarterly reviews, preparing annual 1099 forms, and other accounting activities, as assigned.

Qualifications:

Experience:

Required:

- 1-4 years of experience in accounting or related field.
- Proficiency in Microsoft Excel and experienced with Microsoft Office Suite.
- Experienced with accounting software, preferably NetSuite.
- Strong understanding of accounts payable / accounts receivable processes.
- Strong organizational, analytical, and recording skills.
- Experience in ethically handling financial and sensitive information.
- Excellent attention to detail.
- Strong communication and problem-solving skills.
- Self-motivated and reliable.

Desirable:

- Experience with NetSuite.

Education:

- Bachelor's degree in accounting, or a related field (or 4+ years of relevant experience).

What We Offer:

- **Competitive Benefits:** Attractive benefits package.
- **Professional Growth:** Opportunities for continuous learning and career advancement.
- **Collaborative Culture:** Join a team of passionate professionals dedicated to making a difference.
- **Innovative Environment:** Our company focuses on cutting-edge technology that has a direct impact on improving people's lives and well-being.

Contact us at DLinton@clearpointneuro.com to apply.