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 detail-oriented Accounts Payable/Accounts Receivable Specialist to join ClearPoint Neuro's Finance and Accounting team. This role owns the day-to-day accounts payable process and plays a key part in period close activities, especially accrued and prepaid expenses, as well as accounts receivable.

The ideal candidate has strong organizational skills and a basic understanding of GAAP and internal controls. This candidate can work independently and has a track record of ethically handling financial information, with strong interpersonal skills and problem-solving skills and a desire to grow within a public-company environment.

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

Pay Range: $25-$34/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:

- Process vendor invoices from start to finish, including PO and receipt matching (2- and 3-way match), ensure appropriate coding to GL accounts and departments, obtain appropriate approvals, and facilitating timely payments.
- Review aged payables and correspond with vendors to resolve discrepancies quickly.
- Work with Purchasing, Operations and department heads on PO and receiving issues.

- Reconcile the AP subledger to the general ledger each period.
- Manage the 1099 filing process.

Accrued Expenses:

- Identify AP accruals by reviewing invoices to determine the period of performance compared to date of invoice entry.
- Reach out to vendors at quarter end to inquire about open invoices and unbilled charges and document resulting accruals.
- Meet with or support meetings with department heads to understand contract/PO-related accruals for each department.

Prepaid Expenses:

- Review invoices to spot prepaid items such as insurance, software subscriptions, maintenance contracts and conference fees and ensure proper coding.
- Work with the Senior Accountant to support maintenance of prepaid expense schedules.

Accounts Receivable:

- Record cash receipts daily.
- Monitor AR aging, follow up on past-due accounts and escalate collection issues.
- Reconcile the AR subledger to the general ledger each period.

Close, Reporting, & Compliance:

- Complete AP activities and review of accrued purchases within close deadlines.
- Prepare journal entries and account reconciliations within close deadlines.
- Support the quarterly review and annual audit by preparing PBC schedules and answering auditor requests.
- Follow internal controls and SOX requirements and document processes.
- Identify and help carry out process improvements and automation opportunities in the ERP.

Qualifications:

Experience:

Required:

- Bachelor's degree in Accounting or Finance.
- Public company experience, including exposure to SOX controls.
- Minimum 3–4 years of experience in AP, general accounting, or a similar role.

- Solid working knowledge of U.S. GAAP, particularly accrual accounting and expense recognition.
- Hands-on experience with month-end close and account reconciliations.
- Strong Excel skills (lookups, pivot tables, SUMIFS).
- Experience with an ERP system (NetSuite preferred).
- Strong attention to detail, organization and the ability to meet deadlines.
- Self-motivated and reliable.

Desirable:

- Experience in manufacturing environment.
- Experience in medical device, life sciences.
- Familiarity with AP automation tools and expense management systems.

Education:

- Bachelor's degree in Accounting or Finance

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 AccountingCareers@clearpointneuro.com to apply.