

March 2021

Job title	Accounting Clerk
Reports to	Finance Director

Job purpose

- This role is designed to ensure that the many accounting functions conducted within ExsoMed reach successful outcomes; that milestones are met, resources managed, communication remains consistent and process is followed
- The job of an Accounting Clerk is to:
 - Support the Finance Department in all accounting needs
 - Communicate both internally and externally on all finance issues
 - Seek continuous improvement opportunities and maintain the company in state of efficiency and transparency
 - All duties and responsibilities included in the job description
- This role requires industry experience, expertise, and the application of judgment based upon these factors for the execution of successful projects for ExsoMed

Duties and responsibilities

- Review bills and obtain necessary approvals for entry and payment processing
- Match bills against open Purchase Orders
- Reconcile open Purchase Orders against bills received
- Maintain proper paperwork trail for all payable bills required for audit purposes
- Maintain vendor records
- Support team with distributor commissions reporting and payments
- Expense reports management
- Assist with invoicing when needed
- AR collections
- Posts customer payments by recording and reconciling checks and wires/ACH's received
- Provide other clerical support to the accounting team

The Ideal

You are someone who:

- Is skilled at listening to what other people are saying, taking time to understand the points being made, asking questions when appropriate, and allowing others to speak without interrupting them
- Builds mutual trust and encourages respect and cooperation among team members

- Inspires loyalty and trust, handles oneself ethically following core values and beliefs
- Builds a culture of excellence, empowerment and constant learning
- Delivers clear, consistent communication to department heads and teammates
- Demonstrates an agile mindset to embrace, and successfully handle fluid landscapes
- Quick to absorb and analyze large amounts of information
- Enthusiastic, energetic and imaginative
- Approachable, outgoing and diplomatic
- Able to present ideas with conviction
- Highly organized and flexible
- IT literate
- Comfortable both leading and working as part of a team
- Skilled at negotiating and motivating others
- Demonstrates awareness of the holistic business situation
- Works until the work of the moment is done - may be after hours and occasionally needed on weekends
- Demonstrates diplomacy and patience when it comes to challenging situations with internal and external teams and stakeholders
- Demonstrates superior prioritization skills and ability to change focus rapidly within a given day - there will usually be too much work to get done at any given time, but it all eventually needs to get done
- Has ability to develop creative solutions to problems

Qualifications

Qualifications include:

- BS degree in Accounting
- 1-3 years of accounting experience
- Solid analytical skills and technical accounting knowledge
- Understanding of financial processes and internal controls
- Ability to meet deadlines
- Proficient in Excel; Netsuite experience is a plus

Compensation

- Compensation based upon experience
 - Position is salaried and full-time
 - Position offers all other benefits as defined in ExsoMed employee handbook

If interested, please email your resume to hr@exsomed.com.

Approved by for EXSOMED:	
Date approved:	
Reviewed:	