

<i>Description</i>	
Job Title	Accountant
Reports to Title	Manager Accounting & Reporting
General Accountability	<p>Our mission is to Profoundly change the standard of care by creating a tomorrow where clinicians can confidently ablate tissue with precision; a tomorrow where patients have access to safe and effective treatment options, so they can quickly return to their daily lives. Changing the standard of care is part of our fabric. We are a group of energetic, problem-solvers focused on innovation, and looking to change the world. We are changing the paradigm for treating diseases such as prostate cancer by using real-time MR Imaging, thermal ultrasound and close-loop temperature feedback control, to gently ablate the diseased tissue with minimal side effects.</p> <p>If you share our values and want to work in a collaborative results focused culture and want to make a Profound impact in healthcare and your career, here is your chance.</p> <p>Accountant is responsible for supporting the business and financial strategy of the company. This includes being directly responsible for performing data entry and related duties in disbursing non-payroll accounts payable to individuals, suppliers, corporations, and other entities. This includes maintaining ledgers, credit and debit balances, and account irregularities. The Accountant will also ensure the timely and accurate processing of payment documents such as purchase orders, travel reimbursements, stipends, and any other accounting transactions related to A/P and A/R management including general accounting matters.</p>
Duties and Responsibilities	<p>You will be responsible for but not limited to the following;</p> <ul style="list-style-type: none"> • Provides financial information to management by researching and analyzing accounting data; preparing reports. • Prepares asset, liability, and capital account entries by compiling and analyzing account information. • Documents financial transactions by entering account information for multiple sites globally. • Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. • Must possess a high level of moral judgment for handling confidential information and monetary transactions.

	<ul style="list-style-type: none"> • Reconciles financial discrepancies by collecting and analyzing account information. • Assist in the quarterly reviews and annual audits. • Maintains financial security by following internal controls. • Prepares payments by verifying documentation, and requesting disbursements. • Process vendor invoices and code expenses. • Reconcile vendor accounts to ensure company payables are accurate and match vendor invoices confirming prices and quantities to purchase orders. • General ledger coding of company expense invoices. • Provide billing information and support in order to facilitate daily bank reconciliations
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Competencies	
Education	Undergraduate degree in Finance, Business or Accounting an asset but not required.
Certifications	None
Key Attributes (experience, skills and technical knowledge)	<ul style="list-style-type: none"> • 3- 5 years of accounting experience • Advanced Excel, PowerPoint, Outlook skills and familiarity with ERP systems • Ability to manage and manipulate large amounts of data using advanced Excel functions (pivot tables, V-lookups etc.). • A good understanding of the fundamentals of accounting including cost accounting, journal entries, financial reporting and financial analysis. • Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records. • Good analytical skills • Detailed and deadline oriented individual • Self-motivated, proactive individual, able to adapt to changing environment