

<i>Description</i>	
Job Title	Accounts Payable/ Order Entry Clerk – 1 year contract
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>The Accounts Payable (A/P) Order Entry Clerk is 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 balances, and account irregularities. The A/P Clerk 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 management and order entry in the accounting software system.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Obtain approvals; enter invoices into company accounting system for payments • Process vendor invoices • General ledger coding of company expense invoices • Reconcile vendor accounts • Ensure company payables are accurate and match vendor invoices confirming prices and quantities to purchase orders • Verify vendor accounts by reconciling monthly statements and related transactions • Maintain/update vendor files • Provide billing information and support in order to facilitate monthly bank reconciliations • Coordinate with vendors regarding invoicing and payment inquiries and discrepancies • Providing support to the company's financial department, maintaining spreadsheets and files

	<ul style="list-style-type: none"> • Obtain customers' names, addresses, and billing information, product numbers, and specifications of items to be purchased, and enter this information into ERP order system. • Prepare invoices and necessary documents. • Inform customers of order information, confirming receipt. • Verify customer and order information for correctness, checking it against previously obtained information as necessary. • Review orders for completeness according to reporting procedures and forward incomplete orders for further processing. • File copies of orders received, and post orders on records.
Competencies	
Education	<ul style="list-style-type: none"> • High school diploma, GED, or equivalent required • Bachelor's degree in accounting, finance, or related field a plus
Certifications	None
Key Attributes (experience, skills and technical knowledge)	<ul style="list-style-type: none"> • Previous Accounts Payable experience preferred • Attention to detail • Thoroughness • Organization • Analyzing information • Accounting • Vendor relationships • ERP proficiency • Data entry skills • General math skills