

## **Title**

Department: G&A

Reporting to: Dan Bakaitis

Location: Palo Alto

## **About ReCor Medical**

ReCor Medical is a medical device company that designs and manufactures the Paradise System, a proprietary ultrasound ablation system for renal denervation (RDN). RDN is a new potential therapeutic approach for the treatment of hypertension, one of the most prevalent medical conditions. The Paradise System is approved for sale in the EU and bears a CE mark, but is not approved for sale in the United States. The System's intravascular catheters denervate renal nerves by combining the protection of water-based cooling of the renal artery with high intensity ultrasound energy for circumferential renal nerve ablation. The Paradise System has been studied in clinical trials of approximately 300 patients to date. Following the positive outcomes of the RADIANCE-HTN SOLO trial, ReCor will continue its evaluations of Paradise in RADIANCE-HTN TRIO (a feasibility study of patients with resistant hypertension), REQUIRE (a pivotal study of patients with resistant hypertension in Japan and Korea), and most recently with the launch the RADIANCE II pivotal study (a study of patients with moderate hypertension) in the United States and Europe.

## **Position Summary**

The AP Accountant is responsible for processing vendor invoices efficiently and accurately ensuring proper approval of all outgoing vendor payments in accordance with company policy. The successful candidate must be comfortable interacting with vendors, financial institutions, and company personnel at all levels. The position will report directly to the Corporate Controller.

## **Responsibilities and Duties**

- Process invoices into the company's ERP system as received.
- Review Statement of Accounts from vendors to verify that listed invoices have been received and obtain copies of missing invoices.
- Resolve invoice discrepancies and other issues with vendors in a timely manner.
- Respond to vendor payment inquiries and provide updates on payment status.
- Follow up with internal requestors, approvers, and finance personnel to clear bottlenecks in the procure to pay process.
- Perform 3-way match on all invoices.

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- Review employee expense reports in Concur, determine compliance with company policy, and process for reimbursement.
- Support the monthly close process by clearing all open items before month end cutoff, working with Accounting and FP&A to review accruals, and providing input on best practices.
- Provide supporting documentation to support audit requests.
- Process regular check runs, ACH payments, and wire transfers.
- Drive the company's transition to making all electronic payments.
- Participate in setting company policies for purchasing and payment processing.
- Provide recommendations for process improvements and best practices.
- Apply judgment when processing payments and responding to employee inquiries.
- Other ad hoc projects and business requests.

### Requirements

- BS/BA in accounting or finance
- 5+ years of Accounts Payable experience at a mid-size global company
- Experience working with a complex ERP system, QAD preferred
- Experience with ERP system implementation is a plus
- Excellent written and verbal communication skills to support internal and external stakeholders
- Experience in a manufacturing company preferred
- Advanced excel skills
- Excellent organizational skills with attention to detail and ability to multi-task and prioritize
- Proven proficiency with complex data entry

### COVID-19 vaccination requirements

At ReCor Medical, we care, we collaborate, we challenge, and we create. Pursuant to these core values, we are focused on the health and safety of our employees, as well as the teamwork essential for innovation of our pioneering technology.

**COVID19 vaccines are required for all ReCor US office employees effective June 10, 2021, as well as all new US office employees joining our company.** Fully vaccinated persons are those who are  $\geq 14$  days post-completion of the recommended series of an FDA-authorized COVID-19 vaccine.

### Equal Employment Opportunity

At ReCor Medical, we value bringing together individuals from diverse backgrounds to develop new and innovative solutions for patients. As an equal opportunity employer, we do not discriminate on the basis of race, color, religion, national origin, age, sex (including pregnancy), physical or mental

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disability, medical condition, genetic information gender identity or expression, sexual orientation, marital status, protected veteran status, or any other legally protected characteristic.