

# ReCor Medical

Ultrasound Denervation Therapies

## **AP and Payroll Accounting Manager**

Department: Accounting

Reporting to: Corporate Controller

Location: Palo Alto, CA

Workplace type: Onsite

## **About ReCor Medical**

At ReCor Medical, we are pioneering Ultrasound Renal Denervation (uRDN) therapy to treat hypertension, the leading cardiovascular risk factor in the world. With our Paradise™ uRDN System, we're on a mission to provide the millions of people who suffer from hypertension with a non-drug and minimally invasive option to lower their blood pressure safely and effectively. Join us on our journey and make a meaningful impact on the lives of people around the globe.

## **Position Summary**

The AP and Payroll Accounting Manager will be responsible for the accurate and timely payment of the company's suppliers, service providers, consultants, and employees. The position will have responsibility for reviewing and ensuring accurate accounting for the company's payroll, expense reimbursement, third party vendor payments, and all daily operational cash outflow of the company.

## **Responsibilities and Duties**

- Lead the day-to-day activities for full cycle U.S. Accounts Payable processing
- Review bi-weekly payroll cycle and ensure that headcount and compensation changes are properly reflected
- Supervise the AP Specialist and review work for completeness and accuracy
- Administrator for the company's Concur employee expense reimbursement system
- Review employee expense reports, follow up on discrepancies, and respond to questions
- Respond to audit requests and prepare deliverables
- Respond to vendor inquiries and provide updates on payment status
- Prepare check runs, ach payments, and wire transfers for third party vendors
- Generate off-cycle ach payments for exiting employees
- Review monthly bank account reconciliations
- Track intercompany invoices and maintain proper balancing and eliminations
- Prepare monthly accrual entries for un-vouchered invoices
- Partner with Accounting, HR, and Finance for policy, project, and operational support
- Review bi-weekly payroll and ensure accurate posting to the GL or supervise staff to prepare payroll accrual, benefits accrual, PTO accrual and other employee expense related journal entries
- Review employee benefit invoices to ensure accurate billing based on new hires, terminations, and employee benefit elections
- Respond to inquiries from employees about salaries, wages, and other questions regarding our payroll system, and follow up on discrepancies until resolved

# ReCor Medical

## Ultrasound Denervation Therapies

- Follow up with internal requestors, approvers, and finance personnel to clear bottlenecks in the procure to pay process
- Collaborate with international colleagues to ensure consistency and share best practices
- Be a service provider to the organization, facilitating all outgoing payments for the company while ensuring compliance with policies and accounting standards
- Become an expert at using the company's ERP system to leverage its capabilities to maximum efficiency and best use
- Develop a medium to long-term roadmap for the AP function, including technology improvements and resource requirements
- Drive implementation of process improvements and best practices
- Ad hoc requests from management, and support of the broader accounting / finance organization as needed.

### **Requirements**

- Bachelor's degree in business or accounting required
- 8 years of proven experience in AP and payroll positions in a fast-paced environment required
- Ability to deal sensitively with confidential material
- Impeccable integrity and ability to apply good judgement
- Exceptional multitasking and organizational skills
- Collaborative team player with excellent communication skills
- Highly detail oriented with ability to summarize information for upper management
- Experience using a complex ERP system required, QAD preferred
- ERP implementation experience is a plus
- Experience with ADP Workforce Now and/or WorkDay preferred
- Experience with Concur expense reimbursement and administration
- Proficiency with MS Office applications

**Salary Range:** \$120K - \$137K base (Commensurate with experience, skills, education and training)

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

E-mail resume to HR: [Careers@recormedical.com](mailto:Careers@recormedical.com)