

ReCor Medical

Ultrasound Denervation Therapies

Accounts Receivable Accountant

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. Join us on our journey and make a meaningful impact on the lives of people around the globe.

Position Summary

The Accounts Receivable Accountant is responsible for processing all worldwide accounts receivable efficiently and accurately ensuring proper recording of sales orders and invoices for the company. The successful candidate must be comfortable interacting with operations, customer service, sales, and all layers of finance management. The position will report directly to the Accounting Operations Manager.

Responsibilities and Duties

- Post commercial sales and accounts receivable into the company's ERP system.
- Maintain accurate and up-to-date records of accounts receivables.
- Reconcile and monitor AR balances, aging, and collections.
- Communicate with intercompany partners, customers, and internal teams to resolve disputes related to AR balances.
- Resolve any discrepancies in errors in billing, invoices, and payments.
- Develop and maintain financial reports, including cash flow projections and AR aging analysis.
- Prepare monthly journal entries, reconciliations, and account analyses.
- Ensure compliance with GAAP and IFRS.
- Participate in the month-end close process by preparing reclassifications, revenue deferrals, account reconciliations, and other journal entries as needed.
- Assist with financial audits and reviews.
- Maintain well organized and thoroughly documented records.
- Recommend best practices and process improvements.
- Play a key role in automation and system integration projects while leveraging the functionality of the company's ERP system.
- Perform other accounting duties as assigned.

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Requirements

- BS/BA in accounting or finance
- 3-5 years of Accounts Receivable and/or general Accounting experience at a global company
- Experience working with a complex ERP system, QAD preferred
- Excellent written and verbal communication skills to support internal and external stakeholders
- Experience in a medical device company preferred
- Advanced excel skills
- Excellent organizational skills with attention to detail and ability to multi-task and prioritize
- Excellent problem solving skills with ability to provide recommendations to all levels of management
- Collaborative team player with a passion for helping co-workers solve business challenges
- Ability to learn quickly and desire to help with other accounting areas as needed
- Must be a self-starter with high energy, motivation, and endurance to work in an entrepreneurial, fast-paced, rapid-growth environment

Salary range: \$81K - \$91K (Commensurate with experience, skills, education and training)

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