



SENIOR ACCOUNTANT

Biomedix is a leader in Health Information Technology designed to optimize disease management while growing and supporting collaborative care networks. Biomedix hardware, software and services coordinate the collaborative identification and cost-effective management of patients with vascular disease. Biomedix has an immediate opening for a Senior Accountant who is a highly motivated, professional individual with good communication skills, excellent attention to detail and follow through, and a can-do attitude.

The Senior Accountant will be responsible for maintaining and preparing the Company's financial statements, strengthening and automating processes and procedures, maintaining internal controls, and performing ongoing analysis in support of the CFO.

Essential Job Functions:

- Close the books monthly and prepare internal financial statements.
- Maintain detailed deferred revenue worksheets in Excel.
- Assist in product line analysis, including profitability, price sensitivity, etc.
- Assist in annual Budget preparation and periodic financial forecasts.
- Reduce the cycle time of the monthly close.
- Actively look to automate repetitive financial transactions.
- Maintain appropriate internal controls.
- Process financial transactions in QuickBooks.
- Maintain inventory records in QuickBooks, including purchase orders and receipts.
- Process accounts payable invoices in QuickBooks.
- Maintain fixed asset records.
- Actively manage and reconcile balance sheet and income statement accounts on a monthly basis.
- Prepare monthly journal entries.
- Develop and/or update financial policies and procedures.

Professional Requirements and Skills:

- Education: College degree, including Accounting courses.
- Work Experience: minimum of 5 years of experience commensurate with above job functions.
- Fundamental knowledge of GAAP
- Looking for experience with QuickBooks and Microsoft Dynamics CRM.
- Strong working knowledge of Microsoft Excel necessary.
- Ability to analyze and solve issues.
- Ability to work independently.
- Absolutely necessary: attention to detail, high accuracy, deadline oriented.
- Excellent written and oral communication skills.
- Able to maintain strict confidence of sensitive information.
- Must demonstrate a high level of integrity.
- Able to work in a fast-paced team environment.
- Interact professionally and effectively with customers, vendors and other team members.