

Senior Accountant

1. Manage accounts receivable, including:
 - Invoicing customers, generating statements and running of AR reports.
 - Proposing solutions for A/R automation and streamlining.
 - Monitoring, analyzing and collecting past due accounts, creating win-win resolutions.
 - Communicating with management on customer account status.
 - Processing daily cash receipts.
2. Manage all non-manufacturing vendor accounts payable, including:
 - Verifying vendor invoices through purchase order system, and entering for payment.
 - Proposing solutions for A/P automation and streamlining.
 - Coordinating payment of vendor invoices.
 - Assisting with cash flow management.
 - Maintaining vendor and customer information files.
 - Processing all sales rep commissions and royalty payments.
3. Manage various company reports, including:
 - Processing all employee expense reports.
 - Processing all payments for benefits administration.
 - Running all Sales Scorecard and Stakeholder Scorecard Reports.
4. Assist CFO in month end functions:
 - Reconciling credit card and bank statements.
 - Making journal entries.
 - Perform monthly financial close and related preparation of financial statements.
5. Comply with all Brownmed policies and guidelines as outlined in the Employee Handbook.
6. Report to the CFO.

Qualifications

1. BA Degree in Accounting required.
2. 5 years experience with Accounts Receivable and Accounts Payable.
3. Excellent communication skills (written/oral).
4. Working knowledge of computers with experience operating in a Windows environment.
5. Prior experience in the health care industry and knowledge of ISO 9001 a plus.

Characteristics of An Employee at Brownmed

1. Works hard in teams with a positive desire to improve performance while having fun.
2. Receives feedback with an open mind to learn and improve.
3. Finds challenge and discovery in a growing organization.
4. Embraces the spirit of community with a desire to make a difference.
5. Lives an active, healthy life with a commitment to others.

Location

Boston.

Compensation Package

Competitive salary and benefits package depending upon qualifications.

