

Job Description

Position Title: Accountant, General Ledger

Department: Finance

Reports to: Manager, Accounting

Status: **Exempt** **Nonexempt**

Position Summary:

The hands-on accountant position is primarily responsible for Concur Expense Reports Processing, Banking, Cash Receipts, Prepays, Accruals and related accounts reconciliations. The position requires application of US GAAP, data analysis and application of appropriate accounting control procedures.

Core Job Responsibilities:

- Processes Concur/Credit Card expense reports, downloads Concur reports and prepares journal entry to upload to SAP B-1, reconciles the related accrual account;
- Records cash receipts including collections from customers and responsible for bank reconciliation;
- Performs and assists with month-end close, records month-end accruals based on feedback from multiple departments;
- Prepares monthly account schedules and reconciliations, including, but not limited to, prepaid expenses, other assets, accrued liabilities, other liabilities;
- Supports external audit requests by providing account analyses and support for selections;
- Responsible for the sales and use tax accrual, filing, and payment via Avalara;
- Reviews and uploads expense data to MediSpend to make sure the Company is compliant with Sunshine Act and resolves any dispute with HCP
- Other Finance projects and ad-hoc reporting as needed.

Living Avinger's Culture:

As a member of the Avinger team, the **General Ledger Accountant** agrees to embrace and live out the core values of Avinger, which are:

- *Patients first*
- *Collaborate*
- *Prototype*
- *Educate*
- *Fast*
- *Be open-minded*



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Requirements:

Education

- A college degree in business or accounting. Prefer a CPA or CPA candidate who has passed the CPA exam.

Required

- General ledger accountants must be familiar with general accounting, having a good understanding of US GAAP, proficient in spreadsheet, and be able to work in teams or work alone under self-direction. The general ledger accountant must also have good communication skills, as the position has contacts with various levels within the organization, as well as auditors, customers, government agencies, and banks.
- Desired relevant working experience is over 4 years in a public company or over 2 years in Big 4.

The above statements are intended to describe the general nature and level of work being performed; they are not to be construed as an exhaustive list of all responsibilities.

