



Accounting Clerk

The **Accounting Clerk** is a vital part of the Andau Medical operations team providing support to the Chief Financial Officer and Director of Finance.

General

Andau Medical – Accounting Clerk (FT)

Will perform the same or similar duties with other Andau related companies

Responsibilities

- Prepares monthly commission report.
- Inputs accounts payable and vendor invoices
- Inputs and reconciles sales and accounts receivable and ensures accuracy of payment plans.
- Coordination with customer service team to ensure accurate records of purchase orders, shipments, invoices, and returns.
- Prepares semi-monthly payroll and maintains accounting records.
- Prepares monthly bank and credit card reconciliations.
- Prepares required monthly, quarterly, and annual sales tax returns and review of externally prepared US sales tax returns.
- Prepares EFTs, cheques, or wire payments.
- Maintains accurate inter-company accounting.
- Prepares monthly trial balance reconciliations and maintenance of relevant documentation.
- Supports with preparation for month-end and year-end reporting.
- Accurately maintains multi-currency accounting and treatment of foreign exchange.
- Maintains electronic filing system for documents.
- Handles other accounting and finance related duties that may be assigned
- Other duties as reasonably assigned
- Reports to the Chief Financial Officer

Experience:

- Experience with Enterprise Resource Systems will be considered an asset.
- 2-5 years of experience in A/P and/or A/R.
- Experience with payroll an asset.
- Post-secondary Accounting or Finance diploma or suitable Bookkeeping certification will be considered an asset.

Why you Should Consider This Role

- You love using your organizational skills and attention to detail to effectively impact business operations.
- You have excellent data entry skills and want to put your organizational skills to use.
- You thrive in a fast-paced and changing environment and can adapt and pivot when needed.

Equity Statement

Andau Medical is committed to diversity, equity, and inclusion in our recruitment processes and our workplace. We welcome applications from all qualified candidates, including Indigenous peoples, visible minorities, people with disabilities, LGBTQ2S+ individuals, and others who may contribute to our diverse perspectives.

Please submit resume and cover letter to hr@andaumedical.com.

We thank all applicants for your submissions however, only candidates being considered for this role will be contacted.