



Accounting Assistant - Intern

ImpediMed is a fast growing, publicly traded, medical technology company. We are looking for a part-time accounting intern to support the finance department. The role will have the opportunity to work in all areas within finance such as cash, A/R, inventory, PP&E, A/P, foreign entity consolidations, financial reporting under IFRS and much more. This hands-on role provides invaluable experience to begin a career in accounting. The work schedule is flexible and will be based on the student's preferences.

At ImpediMed, you can expect to find a friendly, fun and collaborative work environment. Join an amazing Finance Team and a company that is working to Change the Future of Healthcare!

POSITION SUMMARY

The Accounting Assistant (intern) prepares and processes company purchase orders, completes payments, and controls expenses by receiving, processing, verifying, and reconciling invoices. In addition, this team member will make Accounts Receivable collection calls/emails when needed, as well as assist with the month end close process. This candidate should possess the right qualifications, motivation, and be a self-starter to assist the organization in its successful growth. The Accounting Assistant works cohesively with the other members of the team to ensure the achievement of Finance team responsibilities.

PRIMARY DUTIES & RESPONSIBILITIES (Essential Functions of the Position) include but are not limited to the following. Other duties may be assigned.

General Duties:

- Review invoices and check requests and obtain appropriate approvals
- Sort and match invoices and check requests
- Set invoices up for payment
- Prepare and process accounts payable checks, wire transfers and ACH payments
- Monitor accounts to ensure payments are up to date
- Resolve invoice discrepancies
- Correspond with vendors and respond to inquiries
- Process weekly payables
- Assist in month end close
- Accounts Receivable collections

Qualifications Guidelines

- Excellent data entry skills
- Microsoft Word, Excel, Outlook – Intermediate proficiency preferred
- Technically adept enough to learn and master internal software
- Proven history of being confidential and trustworthy
- Strong organization and planning skills with an attention to detail and accuracy
- Must be able to understand, follow and comply with regulatory requirements as applicable to various processes. An understanding of FDA Quality Systems Regulations and ISO Standards (ISO 13485) is required.
- Must possess a thorough understanding of work-related standards and regulations, including but not limited to Standard Operating Procedures (SOPs) and Quality System Regulations (QSRs), both US and international.

Behavior

- Respectful but assertive style and a willingness to assure compliance with internal controls.
- Needs to be flexible, persistent and able to communicate effectively with supervisor
- Needs to have excellent interpersonal skills supporting effective and timely communication and an open and honest company and team culture.
- Ability to work under pressure of deadlines
- Ability to sit for up to 8 hours a day in front of a computer
- Operates independently, recognizing when consultation is required
- Display a high degree of professionalism with focus on meeting and exceeding customer requirements.
- Team oriented – displays a positive, friendly and helpful attitude among the team.
- Strong organization with an attention to detail and accuracy.

SUPERVISORY RESPONSIBILITIES

- None

TYPICAL MINIMUM EDUCATION, EXPERIENCE or CERTIFICATIONS

- High School Diploma or GED equivalent
- 2-3 years of accounting experience or intermediate level accounting course work at University level

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

- Physical Demand: Light physical effort. For example, standing, bending, or stooping for extended periods, operating light office equipment, e.g., personal computer, copier, fax machine, etc., manually handling medium weight materials and/or equipment (0 to 10 pounds).
- Mental Demand: Moderate to high degree of concentration due to volume, complexity, and/or “pressure” of work.

BENEFITS

Life at ImpediMed

It is fast, it is fun, it is evolving, it is growing, and it is filled with smart, passionate, diverse, friendly people who want to make a difference in healthcare. We are 4 miles from the beach and are located within the Carlsbad Research Park with numerous paths and trails great for walking meetings or enjoying the outdoors during your workday by biking, running, or walking.

Diversity & Inclusion

It is our diverse teams who drive our innovation, creativity, and success. We value the unique backgrounds and experience of all our employees and share a set of core values of ethical behavior for conducting our business. - Integrity, Accountability, Collaboration, Respect, Quality, Compliance. We continuously strive to provide an environment where employees not only feel they can succeed, but also where they can thrive.

This position may require access to patient Protected Health Information (PHI) and may also involve access to electronic Protected Health Information (ePHI). Those in this position are required to comply with all final regulations including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

ABOUT IMPEDIMED

Based in Brisbane, Australia with its principal office located in Carlsbad, CA, USA and a European office in Thessaloniki, Greece, ImpediMed is the world leader in the design and manufacture of medical devices employing bioimpedance spectroscopy (BIS) technologies for use in the non-invasive clinical assessment and monitoring of tissue composition and fluid status. ImpediMed Limited is a public company listed on the Australian Stock Exchange (ASX: IPD).

ImpediMed devices are currently used in both the clinical and research settings with future applications being developed for home use. ImpediMed has over 15 years of clinical experience supporting healthcare professionals in the assessment of secondary unilateral lymphedema of the limbs. ImpediMed's devices are used in a variety of settings to aid surgeons, oncologists, therapists, and radiation oncologists. Our research devices are thought of as a gold standard measurement system for non-invasive fluid and body composition measurement, used in both animals and human research.

We were the first company to receive FDA clearance in the U.S. to aid healthcare professionals to clinically assess unilateral lymphoedema of the arm and leg in women and the leg in men, for our L-Dex® U400 device. ImpediMed's products are unique in the field of BIS which is the gold standard in bioimpedance. They scan the full frequency range from 3kHz to 1000kHz taking readings from 256 unique points. In BIS, ImpediMed has developed devices which are the most accurate and clinically useful in this field. ImpediMed is respected in the BIS field for the strong scientific foundation of its approach to BIS with over 400 peer-reviewed journal articles. ImpediMed's products are designed and manufactured to an ISO 13485 Medical Devices Quality System.

The company is advancing the state of the art in BIS technology with our new product platform called SOZO®. Only SOZO® by ImpediMed uses proprietary bioimpedance spectroscopy technology to gather and retain thousands of unique data points related to fluid status and tissue analysis, then applies

indication-specific algorithms to produce accurate, detailed and actionable results in only 20 seconds. SOZO® identifies opportunities for early interventions that may prevent certain conditions and slow or reverse the progression of others, resulting in better health and quality of life. A single, powerful SOZO® reading allows individualized, proactive care across multiple specialties for improved clinical and economic outcomes. SOZO® is the world's first interactive health monitor to use ImpediMed's patented bioimpedance spectroscopy (BIS) technology to monitor a person's fluid status and tissue analysis.

ImpediMed produces a family of FDA cleared and CE Marked medical devices, including SOZO®, sold in select markets globally. For more information, see our website at www.impedimed.com.

ImpediMed's management team includes executives who have international experience in successfully introducing innovative medical products to global markets. The organization is dynamic and professional and has been built from the ground up with a strong team of enthusiastic and dedicated senior managers, researchers and employees. The company is on a dramatic growth path with the strong demand for its unique product offerings and offers exciting career opportunities.

ImpediMed's Company Vision: **"Leave no patient untested who could benefit from our technology"**.

ImpediMed is an Equal Opportunity/Affirmative Action Employer

TO APPLY

Please email your resume to: employment@impedimed.com subject line reading: **Accounting Assistant Intern**