



Accounting Assistant Intern (Based: Carlsbad, CA - Hybrid)

JOB OPENING

ImpediMed is looking for a part-time **Accounting Assistant Intern** to join our finance & accounting team! This position offers the opportunity to work in various areas with the team such processing company purchase orders, reconciling invoices, assisting with month end close process, and much more. This role provides invaluable experience to begin a career in accounting!

A day in your life as an Accounting Assistant Intern at ImpediMed may include:

- Review invoices and check requests and obtain appropriate approvals
- Prepare and process accounts payable checks, wire transfers and ACH payments
- Sort and match invoices and check requests
- Monitor accounts to ensure payments are up to date
- Accounts Receivable collections

To be an amazing Accounting Assistant Intern at ImpediMed, you will have:

- High School Diploma or GED equivalent
- Intermediate level accounting course work at university level
- Excellent data entry skills
- Microsoft Word, Excel, Outlook – Intermediate proficiency preferred
- Technically adept enough to learn and master internal software

ABOUT IMPEDIMED

ImpediMed is a medical technology SaaS company that uses bioimpedance spectroscopy (BIS) technology to generate powerful data to maximize patient health. 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.

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 20 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. ImpediMed produces a family of FDA cleared and CE Marked



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medical devices, including SOZO®, sold in select markets globally. For more information, see our website at www.impedimed.com.

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

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.

Total Rewards

At ImpediMed, we are strongly committed to our employees--their well-being, development, rewards, and recognition opportunities. One way we demonstrate this commitment is by offering a valuable, competitive package of compensation aimed at the varying needs of our diverse and global teams. The sum of our programs is one of the many reasons people choose to work at ImpediMed. We regularly benchmark against other companies in our industry to ensure our Total Rewards package is competitive and of value.

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.

To Apply

Please apply via Handshake or email your resume to employment@impedimed.com with subject heading: Accounting Assistant Intern.

Equal Opportunity Employment

As part of our commitment to providing equal employment opportunities, we take steps to ensure that all qualified applicants are treated fairly. To that end, our decisions around recruitment, hiring, assignment, promotion, compensation, and other personnel factors are made and administered without regard to race, color, religion, genetic information, national origin, sexual orientation, gender identity, gender expression, pregnancy, childbirth or related medical conditions, age, disability, citizenship status, uniform service member status, or any other protected class under federal, state or local law.

If you have a disability that requires accommodations in order to complete the application process, please contact us at employment@impedimed.com or (760) 585-2100.



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POSITION SUMMARY

The Accounting Assistant 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.

- 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

QUALIFICATION GUIDELINES

Typical Knowledge, Skills, & Abilities

- 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
- 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.
- Strong organization and planning skills with an attention to detail and accuracy.

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



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- 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.

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).