

Intermediate Accountant

Position Overview:

Assist with the monthly finance and accounting activities of the company within generally accepted accounting principles including data entry, reconciliations, payroll, accounts payable, accounts receivable, journal entries and ad hoc reporting and transaction processing. In addition, this position may assist in periodic activities including annual budgeting, audits, and government reporting.

General Responsibilities:

- Participate in month-end close processes including accounts receivable, accounts payable, bank reconciliations, and supporting schedule updates for parent and subsidiaries.
- Timely issuance of sales invoices.
- Updates to CRM system as related to sales / invoicing processes.
- Calculate and submit timely government reporting including GST, payroll remittances, and Stats Canada reporting.
- Prepare regularly scheduled payment runs including employee expense reimbursements, accounts payable, etc. with GL coding and ensuring proper approvals.
- AR collections, post cash receipts and against AR invoicing, prepare bank deposits.
- Input accounting data into the accounting system with speed and accuracy.
- Assist in the production of financial statements, supporting spreadsheets, reports and correspondence as required.
- Resolve finance related queries from other departments and external parties.
- Assist with year-end procedures and transaction posting as well as support annual audits.
- Special projects and other duties as assigned from time to time.

Required Skills/Experience:

- Knowledge of finance, accounting, budgeting, treasury and cost control principles including Generally Accepted Accounting Principles.
- Knowledge and experience in automated financial and accounting reporting systems.
- Ability to effectively manage multiple tasks with potentially competing priorities within tight timeframes.



Beneficial Experience/Skills:

- Accounting experience within the Technology industry (experience within a software company is an asset).
- Proficiency with Microsoft Excel.
- Knowledge of or experience with Sage 300.
- Working towards an accounting related certificate or Professional Accounting Designation (CPA, CGA, CMA) beneficial but not required.

Educational Requirements:

- Minimum technical diploma in related field
- Bachelors degree is preferred but not required

About Circle Cardiovascular Imaging Inc.

Circle Cardiovascular Imaging Inc. is a Calgary-based software development company that develops and sells cardiac post-processing software that allows for the evaluation and analysis of MR and CT images. Available for clinical and research use, the stand-alone software provides full DICOM and PACS connectivity.

Circle operates worldwide and its products (cvi42, cmr42, ct42, and report42) have been approved for the Canadian, American, Australian, and European markets. Circle's goal is to contribute to quality in cardiovascular imaging and research, while maximizing the achievable benefit for patients by enabling healthcare providers to accurately and effectively analyze cardiovascular images.

How to apply:

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. While we thank all those who apply, however please note that we will only be contacting those selected for an interview. No phone calls or unsolicited agency referrals please

Please send your resume with cover letter to the attention of Human Resources at the following address or apply on our website:

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