
Junior 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:

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- Input accounting data into the accounting system with speed and accuracy.
- Prepare regularly scheduled payment runs including employee expense reimbursements, accounts payable, etc. with GL coding and ensuring proper approvals.
- Maintains accounting ledgers by verifying and posting account transactions.
- Participate in month-end close processes including accounts receivable, accounts payable, bank reconciliations, and supporting schedule updates for parent and subsidiaries.
- 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:

- Attention to detail, analyzing information
- 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 Skills/Experience:

- 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:

- Bachelor's degree in accounting, finance, or related field is required

About Circle Cardiovascular Imaging Inc.

Circle Cardiovascular Imaging Inc. develops world class, advanced reading and reporting solutions for cardiac imaging. Circle is a prominent company for the global cardiac imaging community bringing together an experienced and qualified team of over 150 people.

Circle's imaging platform, **cvi42**, is the best-in-class cardiovascular imaging reading and reporting solution for cardiac MR, cardiac CT, cardiac Interventional Planning and Electrophysiology. Annually, millions of cardiac exams - in over 1,000 hospitals and in more than 50 countries - are interpreted using **cvi42**, giving physicians the tools to accurately quantify and diagnose complex cardiovascular diseases whilst improving patient outcomes and the effective utilization of healthcare resources. Currently at version 5.11, **cvi42** fully embeds AI into one easy to use platform demonstrating capabilities within the same range as expert human readers.

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:

Email: hr@circlecvi.com

Fax: +1 403 338 1895

Mail: **Circle Cardiovascular Imaging Inc.**

1100, 800 5th Avenue SW

Calgary AB T2P 3T6

Canada