



## JOB DESCRIPTION

Position: Accountant II  
Reports To: Senior Accounting Manager

### Job Summary:

**Company:** MacuLogix, Inc. is a medical device company based in Harrisburg, PA. MacuLogix is the only company to equip eye care professionals with the instrument, tools and education needed to effectively diagnose and treat patients with AMD. By leveraging the science of dark adaptation through its AdaptDx, MacuLogix is working to eliminate preventable blindness caused by AMD, a chronic, progressive disease that impacts over 170 million people worldwide and goes undiagnosed in 25 percent of patients. Through its AdaptDx dark adaptation biomarker, MacuLogix enables eye care professionals to detect, monitor and treat AMD three years before it can be clinically detected.

**Position:** The Accountant II will help Accounting Management on special projects, Travel & Expense review and processing, and managing the company credit card expenses.

### Essential Duties:

- Assist accounting staff on projects as needed, professionally interfacing with vendors, customers and tax authorities to secure information needed to timely resolve issues and needs
- Preparation and recording of various tax, regulatory, and administrative reports
- Preparation and recording of Credit Card Purchases in Concur
- Classify receipts to proper general ledger account numbers
- Month End Processing: Follow procedures for month end close in the time required.
- Verify accuracy of generated reports and make corrections as needed. Reconcile monthly to general ledger
- Set up vendors and make changes to existing vendors
- Answer vendor inquiries within one business day whenever possible
- Maintain vendor records electronically
- Contact both internal and external customers & vendors regarding billing, requests, and other issues
- Year-end review and data entry for Sunshine Act reporting
- Assist in annual audit schedule preparation, record retrieval and other reporting requirements
- Coordinate 1099 reporting at year end
- Cross train to learn other department roles when needed
- Prepares correspondence and completes filing as necessary
- Prepare and record journal entries

### Skills & Abilities

- Strong Attention to Detail and follow through
- Must maintain the highest level of integrity and confidentiality
- Effective communication skills, ability to relay a friendly, helpful and professional message in telephone and inter-personal activities
- Positive work attitude
- Functional knowledge of bookkeeping/accounting processes and procedures
- Strong experience with Excel and Word
- Organized



- Problem-solving
- Customer service orientation
- Strong client-facing and teamwork skills
- Manufacturing experience a plus
- Experience with Navision/Business Central ERP implementation a plus
- Experience with Quickbooks, Concur, Bill.com a plus.

**Education & Experience**

- 5+ years of experience
- Associates Degree or Higher

**This Job Description has been approved by:**

VP of Department: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_