



JOB DESCRIPTION

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JOB TITLE: Accountant IV

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.

II. JOB SUMMARY:

Incredible opportunity for a full time Accountant IV to join an exciting, rapidly growing organization headquartered in Harrisburg, PA!

The Accountant IV will provide day-to-day support to the Assistant Controller and Controller.

Essential Duties:

- Journal Entries
- General Ledger
- Account Reconciliations
- Financial Reporting
- Complete Month-end process w/ standard entries
- Fixed Assets
- Multiple State Sales Tax
- Review of Accounts Receivable Entries
- Collections
- Review of Accounts Payable Entries
- Cash Management
- Inventory / Costing with reconciliations
- Material Movement reconciliations for SWO's
- 1099 reporting
- Payroll Processing
- Commission recording / tracking
- Additional duties as assigned by the Assistant Controller or Controller
- Cross train to learn other department roles where needed

Skills & Abilities:

- Manufacturing experience a plus
- Experience with ERP implementation a plus
- Proficient with Microsoft Dynamics Business Central / Navision
- Experience with QuickBooks Enterprise, Concur Solutions, Bill.com
- Advanced Excel Skills
- Ability to research and problem solve
- Strong attention to detail



- Positive work attitude
- Organized
- Customer service oriented
- Knowledge of all inventory postings and flow in a manufacturing environment
- Working knowledge of GAAP

Experience & Education:

- Bachelor's in Accounting
- 8+ years of experience in accounting positions with progressively increasing responsibility

This Job Description has been approved by:

VP of Department: _____ Date: _____

Direct Supervisor: _____ Date: _____

Human Resources: _____ Date: _____