



## **About the job**

### **About SQI Diagnostics**

SQI Diagnostics is an innovative diagnostics and life sciences company that develops and manufactures clinical-grade multiplexed immunoassays and molecular assays that are run on its patented automated instrumentation platform. These assays have broad applications, including organ transplant and autoimmune clinical diagnostics along with pharmaceutical research diagnostics. SQI develops custom research and diagnostic assays that are multiplexed, which means simplification, consolidation, and automation of many individual tests into one.

### **Working at SQI Diagnostics**

SQI Diagnostics offers a dynamic, stimulating, challenging, and supportive work environment with competitive salaries and generous benefits. SQI Diagnostics is ISO-13485:2016 certified.

We are a multi-discipline team supporting a variety of projects and technologies that allow continual learning and expansion of skills. The SQI management team is committed to fostering the growth and career development of its employees. This position offers full time hours and is expected to be a hybrid working model, primarily working in the office during the training period with the ability to work from home for up to 2 days per week depending on business needs.

### **About the Job**

The Junior Accountant will be a core member of the Finance team. This role includes all responsibilities as they relate to Accounts Payable and the payments/banking cycle, maintenance and review of monthly accruals, Accounts Receivable and the invoicing/collections cycle. There will be some payroll related tasks as the Company transitions to a new payroll service provider.

This role will be the main contact and liaison with the other departments in the company and will play a central role in the period close and financial reporting processes including the maintenance of internal controls.

### **Responsibilities**

- Entering receipts and invoices in Quickbooks by doing a three-way match against the PO and ensuring all information captured is recorded accurately and cut-off is appropriate;
- Adding and maintaining vendors in the vendor master file in Quickbooks;
- Maintain good working relationships with vendors;
- Following up with vendors on commercial issues including but not limited to items that are on back order, items invoiced incorrectly, pricing variances from PO, goods billed not received, invoices not received for goods received etc.;
- Compiling invoices to be paid and obtaining approvals for payments;

- Setting up wires and wire templates in the bank and getting timely authorization for payments;
- Process intercompany payments on a timely basis
- Assist with onboarding of new employees and benefits administration
- Submit subsidy applications/packages;
- Complete bank reconciliations on a monthly basis;
- Maintain monthly prepaids schedules;
- Maintain monthly accruals and ensure month end reporting deadlines are met;
- Issuing and entering sales invoices based on sales orders
- Collecting and tracking payments from customers prior to releasing orders
- Liaising with sales team to ensure all shipped products are recorded and inventory is adjusted accordingly

**Educational Qualifications & Experience Requirements**

- Bachelor's degree or diploma is required in Business, Accounting or any other equivalent program;
- A minimum of 3 years of accounting/bookkeeping and Payables experience;

**Success Factors**

- Ability to work under pressure and attention to detail.
- Strong and effective communication skills are required (verbal and written)
- Possess initiative and good judgment with the ability to multi-task.
- Ability to maintain confidentiality
- Excellent organization, prioritization skills, and the ability to learn quickly and work independently.
- Ability to perform duties in a professional and courteous manner and produce high quality work while meeting deadlines.
- Ability to enforce compliance, amongst colleagues, to established processes and internal controls
- Ability to work well as part of a team.
- Demonstrated proficiency in MS Office Suite (Word, Excel, and PowerPoint)
- Flexibility to learn and adapt to new software and processes
- Quickbooks experience preferred but not mandatory