

TRYTON MEDICAL, INC.
BOOKKEEPER

COMPANY SUMMARY

Tryton Medical, Inc. is a leading developer of novel stent systems for the treatment of branch point blockages within the coronary arteries. Tryton is an entrepreneurial, venture-backed company and is in the process of commercializing its stent system.

POSITION SUMMARY

Perform work, including but not limited to serving as a bookkeeper; purchasing materials and equipment; conducting invoice activities; paying vendors for delivered materials; providing inventory support; and performing clerical/ administrative functions. Position reports directly to the Chief Financial Officer.

PRIMARY RESPONSIBILITIES

1. Perform accounts payable and other data entry into QuickBooks;
2. Assist with budget preparations;
3. Maintain ledgers;
4. Set up bills for payment;
5. Reconcile bank account and prepare for review;
6. Assure expenditures are in accordance with account codes and budgets;
7. Route invoices and other documents for approvals
8. Keep the supervisor informed as to the balances of internal accounts; and enter payroll.
9. Receive requests for materials and equipment and prepare purchase orders for items in accordance with procedures;
10. Other clerical and administrative tasks as needed.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles. Knowledge of QuickBooks and ability to use data to develop meaningful analysis. Intermediate QuickBooks and Microsoft Excel skills are required and an advanced level of these programs is a plus.
2. Work requires professional written and verbal communication and interpersonal skills.
3. At times, work may require willingness to work a flexible schedule.

WORKING CONDITIONS

Working conditions are normal for a fast-paced, entrepreneurial office environment. Work may rarely require weekend and/or evening work.