



## Accounts Payable Specialist - Permanent

### About Perfuzze

Perfuzze is a commercial-stage neurovascular medical device company, headquartered in the IDA Business Park in Dangan, Galway developing breakthrough technologies to improve outcomes for patients suffering from acute ischemic stroke. Our proprietary platform is designed to remove clots, restore blood flow to the brain and give patients the best possible chance at recovery rapidly and completely. Our mission is to enable clinicians to save more lives and reduce the long-term impact of stroke worldwide. We want to accelerate and advance our ability to create significant innovations, but we will only succeed with the right people on our team.

### Our Culture

- An inclusive work environment, where all the employees are valued, supported, and encouraged.
- All employees have a seat at the table and have influence.
- A collaborative teamwork environment where learning is constant, and performance is rewarded.
- The opportunity to be at the forefront of a technology that can positively impact the treatment of one of the world's most devastating diseases.

### Accounts Payable Specialist Role

As an Accounts Payable Specialist, you will be a key member of the finance team joining to support our day-to-day finance operations as the company plans for commercial expansion for both Ireland and US offices. This is a new role being carved out on a standalone basis from within the existing finance team. In this role, you will ensure that vendor invoices, employee expenses and bank payments are processed accurately and on time, maintain strong relationships with vendors and support the business needs of the wider finance team.

This is a great opportunity for someone who works well in a team, is detail-oriented, organised and comfortable working in a “can do” fast-paced environment.

### How You'll Contribute

- Manage the end-to-end accounts payable process, including verifying, coding, and processing invoices accurately and in a timely manner.
- Preparing and processing payment runs to vendors.
- Respond to vendor inquiries, resolve discrepancies and maintain positive vendor relationships.
- Monitor and manage the AP inbox and ensure timely handling of incoming invoices and requests.
- Manage expense reimbursements in accordance with company policies.
- Analyse and review Purchase Orders (PO) Log to ensure ongoing accuracy.
- Ensure compliance with internal controls, tax regulations, accounting policies and documentation requirements.
- Assist in month-end and year-end financial closing activities related to accounts payable/receivable.
- Support the growth of the business in US and any future ERP roll out.
- Utilise finance and IT systems to enhance reporting, analysis, workflow efficiency and drive process improvements initiatives.
- Provide valuable support to Finance Team on ad-hoc duties as they arise.
- Accounts Receivable processing will form part of future role as revenue expands.

## Must Have Requirements

- Proven experience working in a fast-paced AP/AR role ideally within a start-up or in the medical devices industry.
- Solid understanding of AP processes and accounting fundamentals.
- Experience working with ERP / accounting systems such as QuickBooks, NetSuite, Odoo.
- Strong attention to detail and ability to manage high volumes of transactions.
- Good organizational and time-management skills.
- Ability to quickly learn systems and internal processes.
- Strong communication skills when interacting with internal stakeholders and vendors.
- Self-motivated, proactive, and adaptable to a fast-paced environment.
- SAP Concur experience would be a distinct advantage.
- Accounts Receivable experience would be a distinct advantage.

The above role profile is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned from time to time.

If interested, please submit your CV and a letter outlining why you are the right person for the role to [info@perfuze.com](mailto:info@perfuze.com)