

Looking for Bookkeeping/Accounting Staff

This opening is for the Company's office in Broomfield, Colorado. Title and compensation commensurate with experience level.

Colorado Therapeutics LLC has an opening for a Bookkeeper/Accountant to start immediately. Colorado Therapeutics is a privately held medical device company based in Broomfield, CO that has received a 510(k) clearance to market its mesh in the USA for hernia repair. To follow-up on the 510(k) the Company continues to develop xenogenic (sourced from different mammalian species) biologic tissue matrix products for a broad range of soft tissue reinforcement, regenerative, and vascular applications. The Company is leveraging over 15 years of innovative and proprietary tissue processing technology to produce a superior biologic product that combines the benefits of currently available biologic and synthetic products. For further information about the company, visit the web site at www.co-therapeutics.com. This position will also support the Bookkeeping/Accounting activities of Colibri Heart Valve LLC. Please reference the Colibri job posting [Link: http://www.colibrihv.com/about-us/careers/](http://www.colibrihv.com/about-us/careers/) for more information.

Ideal candidates will have 2+ years of accounting experience and be proficient using QuickBooks.

The position is responsible for accounts receivables, inventory, accounts payable and daily bookkeeping/accounting for a fast-growing company.

Responsibilities:

- Reconcile the bank statements on the 1st of every month.
- Bill clients and receive payment, follow up on collections of open receivables monthly.
- Follow up with CFO when payment is not received.
- Assist with accounts payable on a weekly basis.
- Process accounts payable/employee expense reports every two weeks.
- Provide daily support to the CFO.
- Assist with the preparation of the monthly management report.
- Review the monthly income statement, balance sheet and statement of cash flows. (Reconcile accounts as needed.)
- Provide ideas, support and knowledge to help the company continue to grow and expand.
- Help prepare schedules for the annual audit and tax return.

Qualifications:

- Minimum 2 Years' Experience
- Familiarity with QuickBooks
- Ability to work independently or as part of a team
- Fast learner
- Detail oriented

Details:

- Location: Broomfield, CO
- Office hours: Monday through Friday from 8:00 AM – 4:30 PM
- Compensation: Title and compensation commensurate with experience level
- Benefits: Health insurance and 3 weeks paid time off; after 60-day evaluation period

Successful candidates must provide proof of eligibility to work in the United States of America and pass a Background Check and Drug Screen.

If you are an individual that is able to create strong relationships built on trust, listen well, share information, act in a team-oriented environment, act with integrity, and be culturally sensitive, then please send your resume or a summary about your skills and past work experience for consideration to: **admin@co-therapeutics.com**. Qualified candidates will be contacted for an interview.