



ZOPEC MEDICAL

Job description – Accounting Associate

Zopec Medical is looking for a detail-oriented Accounting Associate with a positive attitude and willingness to learn and adapt to join and support our Blaine, MN office! Zopec provides medical products to hospitals and DMEs. We are an emerging global leader in power solutions and respiratory medical devices.

As an Accounting Associate you will perform specific finance, accounting and reporting activities related to operations including:

- AR, AP
- Order Entry
- Customer interaction with orders, payments and collections.

Possible upcoming responsibilities:

- Implementing inventory procedures
- Streamline hospital supplier applications

Preferred:

- Knowledge of accounting principles
- Quickbooks experience (1 year or more)
- Strong verbal and written communication skills

Must:

- College Degree in either Accounting or Finance
- Clean criminal record
- Ability to reliably commute to our office. 8 hour day shift, M-F.
- Positive attitude and punctuality

PLEASE NOTE: THIS IS A TEMP TO HIRE POSITION! We will provide on the job training for our specific systems. A full-time position with benefits may be offered at the end of the 3 month training period.

Salary: From \$15.00 to \$20.00 per hour, depending on experience and performance

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

To apply, send your cover letter and resume to **bridgette.field@zopec.com**