



Job Description

Job Description Payroll and Benefits Specialist

Company Overview:

At Prytime Medical Devices, we have a bold vision: No one should bleed to death, and The sooner you stop bleeding, the better. We are working to revolutionize the care of severely injured patients by enabling trauma teams to gain control of life-threatening bleeding as a bridge to definitive repair. We partner with leading trauma centers to enable endovascular bleeding control through innovative devices and fanatical customer support. In support of our vision, we design, develop, and commercialize minimally invasive solutions for hemorrhage control. Our flagship product is the ER-REBOA-PLUS™ Catheter, the market leader for endovascular aortic occlusion in trauma. In addition to our national roll out of the ER-REBOA-PLUS™ catheter, Prytime was recently granted FDA clearance on a next generation partial REBOA catheter designed specifically to reduce ischemic insult and reperfusion injury called pREBOA-PRO™. We are following a very selective, data intensive approach to releasing this product. In doing so, Prytime is poised to create additional strategic opportunities and to lead the introduction of these devices in trauma and adjacent specialties. We are expanding our team to provide fanatical clinical support to improve outcomes with the launch of these new devices into the trauma and critical care market.

General Description:

As the Payroll and Benefits Specialist, you will provide an integral link between the Finance/Human Resources corporate support functions and Prytime's other departments. You will help to ensure all information, workflows and financial/HR processes are in place for the successful achievement of business and sales strategy.

The ideal candidate should be highly analytical and have a good understanding of following business processes for a fast paced and high growth company. We're looking for a detail oriented self-starter who enjoys working on a variety of projects, is able to interact with colleagues and vendors, is agile and can adapt quickly to shifting priorities.

This role will report to the Chief Financial Officer, and will partner closely with the Director of HR and others within the organization to help the organization scale by ensuring we have the right financial insight, tools, and processes it needs to run effectively and efficiently.

Responsibilities:

- Onboarding and Offboarding of employees in Systems: Paychex, Concur, Clockwise and Quickbooks
- Administration of Clockwise Electronic Timekeeping System
- Processing of Payroll and Labor Distribution
- Benefits Enrollment Administration for New and Existing Employees
- COBRA notification compliance
- Provide support to the Chief Financial Officer and Director of Human Resources
- Review and process expense reports to ensure compliance with company policies and procedures as well as compliance with Government Contract requirements.
- Assist with review and processing of accounts payable invoices to ensure they comply with written contractual terms and have appropriate authority.
- Review and posting of transactions in accounting system, and maintaining accurate files.
- Serve as POC for Centralized Purchasing, providing exceptional customer services while ensuring compliance with company policies and procedures.
- Create confidential electronic and physical employment files; maintain to audit standards
- Assist Fulfillment Manager as back-up for fulfillment and invoicing.



- Communicates key process information, deadlines, task definition, etc. to groups within the organization
- Assist CFO and Director of HR with documentation in support of external auditors
- Provide ad-hoc reporting and analysis
- Collaborate with cross-functional teams to improve overall operations
- Be a symbolic part of the team responsible for building and maintaining a great culture
- Other duties as mutually agreed upon

Qualifications:

- Bachelor's degree preferred
- 2+ years accounting experience demonstrating strong organization, accounting, payroll, and customer service skills
- Strong knowledge of wage, tax and employment laws
- Experience with QuickBooks Enterprise or PRO
- Exceptional quantitative and MS Excel skills
- Experience with Concur [expenses] and Clockwise [timesheets] a plus
- Excellent written and verbal communication skills
- The desire and capacity to work independently AND collaboratively