



Title: Accountant
Department: Finance
Position Classification: Full-time, regular, exempt
Job Req Opening Date: April 2023
Contact: Shawn Schueller - opportunity@indowwindows.com

Company: Indow is an award-winning Portland company manufacturing and selling energy and noise reducing window inserts. Join our mission to provide our customers with comfort and quiet while helping preserve the environment and historic buildings.

You: We are looking for a full-time Accountant who will help Indow thrive by assisting the Finance team with a variety of tasks. Your goal will be to help Indow maximize efficiency and customer happiness by improving the speed and accuracy of our financial close, including financial reporting.

Our ideal candidate is someone who takes pride in a job well done, has a great attention to detail, and works well as both an individual contributor and as a collaborator within the finance team and the larger organization. We hope you share our passion for environmentally-friendly living, curbing climate change, and the company's success.

Job Snapshot: This position requires your skills in many facets of accounting and other administrative functions. As a leading member of the Finance team, you will serve both internal and external customers to help Indow profitably meet its mission. This position has opportunities for future growth in responsibilities and leadership, including direct management of team members.

The Accountant will report to the Controller. This position is eligible for up to three days of remote work per week for employees residing in Oregon and southwest Washington state. **For the safety of our employees, their families, and our community, Indow requires employees working on-site to be vaccinated against Covid-19 or have an approved medical or religious exemption*.**

Key Responsibilities:

- Manage accounts payable, including
 - Setting up and reconciling accounts, including regular receipt and review of vendor statements
 - Three-way matching
- Manage accounts receivable, including
 - Sending regular account statements
 - Reconciliation of monthly revenue
 - Reconciliation and reporting of collected sales tax through Quickbooks, Avalara, and our custom software
- Assist with monthly and quarterly close cycles, including
 - Ensuring accurate information is entered to prepare regular GAAP-compliant financial statements



- Monthly processing journal entries and account reconciliations, including bank and vendor statements
- Floor support for monthly physical inventory counts
- Assist in preparing, processing and filing of annual tax compliance documents, including 1099s, corporate taxes, and personal property taxes to appropriate local, state, and federal agencies
- Respond to customer inquiries regarding payment status, collecting payment, and receipt status via phone call and email
- Assist in general cost accounting and other related duties as assigned

Primary Qualifications:

- Highly detail-oriented with solid written and verbal communication skills
- Ability to manage a high volume of work and adapt quickly to changing priorities
- Strong understanding of GAAP, accrual accounting, and revenue recognition principles
- Proactive team player
- Regular sitting, standing, and lifting less than 15 lbs
- Infrequent lifting of 40+ lbs, with team assistance

Education & Experience:

- Bachelor's degree or post-baccalaureate certificate in Accounting
- High proficiency in Excel, including VLookups and pivot tables
- 0-2 years experience in QuickBooks or similar accounting application preferred
- Avalara and Salesforce experience a plus but not required

Compensation:

- Annual salary of \$60,000-70,000, depending on experience
- Robust benefits package including paid vacation (10 days annual to start, increasing with tenure), paid sick leave depending on primary state of work, and seven paid holidays; medical and dental insurance; 401k with employer matching; Flexible Spending Accounts; and short term disability and life insurance
- Stock options

Application Guidelines & Interview Process:

- A phone-screen interview with the Human Resources Generalist to learn more about your work history and career goals
- Completion of a formal application
- A group video interview with the Controller and members of the team
- An assessment exercise based on typical work for the position
- A final interview with the Controller

Diversity Statement: Indow celebrates diversity and welcomes applicants from any race, color, religion, sex, sexual orientation, gender identification, national origin, age, marital status, disability or veteran's status. We believe diversity, equity, and inclusion leads to



more expansive and varied ideas, information, and perspectives, making us more creative and improving our decision-making power.

Interested in joining our team? Send your resume and cover letter to opportunity@indowwindows.com!

* Candidates who have had their initial dose of the Covid-19 vaccine are encouraged to apply. Until fully vaccinated, onsite employees are tested weekly. Medical or religious exemptions should be disclosed to the hiring manager during the initial screening.