



**Title:** Accounting Specialist  
**Department:** Administration  
**Job Req Opening Date:** March 2019  
**Contact:** [finance@indowwindows.com](mailto:finance@indowwindows.com)

**Company:** Indow is an award-winning Portland startup selling a new type of patented window insert. Our product was developed to save energy and reduce carbon emissions. The window inserts also have significant noise dampening properties to help customers enjoy quiet even in noisy neighborhoods. We are experiencing healthy growth across the US & Canada and will expand to other countries.

We offer extra paid time off for anyone taking alternative transportation (bike, bus, etc) to work. We have a Ministry of Fun, which organizes company breakfasts, holiday events, and more. Impassioned ping pong matches are not uncommon. Among our core values is innovation and continuous improvement, and all employees are encouraged to contribute ideas for how we can make things better. Everyone has a voice.

**You:** We are looking for an Accounting Specialist 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.

We would like someone who is personable and a team player. You should have pride in a job well done and attention to detail. 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 member of the Finance team, you will serve both internal and external customers to help Indow profitably meet its mission.

The Accounting Specialist will report to the Accounting Manager. It is anticipated that approximately 70% of the individual's time will be dedicated to Accounting activities with the balance to Administration and other tasks as assigned.

#### **Key Responsibilities:**

- Accounts payable, including purchase order/receipt matching
- Accounts receivable including Invoicing, statements and collections
- Cash receipts, including downloads/imports of remittance information
- Manufacturing cost accounting support
- Responding to customer calls regarding payment and or shipping status
- General administrative support and other duties as requested

#### **Primary Qualifications:**

- Detail oriented with solid written and verbal communication skills
- Ability to manage a high volume of work and adapt quickly to changing priorities
- Highly motivated, self-starter
- Functional knowledge of GAAP, accrual accounting, and revenue recognition principles



### **Personal qualities**

- Thrives in a startup environment – self starter, driven, comfortable with ambiguity
- Comfortable working in a resource constrained startup environment
- A desire to make a huge mark in a company striving to become a force for positive social and environmental change
- Passion for carbon mitigation, energy efficiency and environmental responsibility
- Loves continuous learning and growth
- Excellent listening, interpersonal and customer service skills
- Sense of humor
- Organized, thorough and systematic
- Absolute personal integrity

### **Education & Experience:**

- BA (preferred) or AA or 5+ years of relevant and progressive experience
- Demonstrated skills in QuickBooks or ERP systems, and Excel
- Manufacturing cost accounting experience a plus

### **Compensation:**

- Salary and stock options, depending on experience

**Diversity Statement:** Indow celebrates diversity and welcomes applicants from any race, color, religion, sex, sexual orientation, sexual identification, national origin, age, marital status, disability or veteran's status.

**Indow Mission:** We provide our customers with comfort and quiet while helping them achieve financial and environmental harmony.

Send your resume and cover letter to: [finance@indowwindows.com](mailto:finance@indowwindows.com)