



Title: Operations and Accounting Specialist
Department: Administration
Job Req Opening Date: October 2018
Contact: 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 constant 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 a Operations & Accounting Specialist who will help Indow thrive by assisting the Operations and Finance teams. Your goal will be to help Indow maximize efficiency and customer happiness by improving the speed and accuracy of our order and production activities, 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 operations as well as other administrative functions. As a member of both the Finance and Operations teams, you will serve both internal and external customers to help Indow profitably meet its mission.

The Operations & Accounting Specialist will report to the Director of Operations, with additional guidance from the Accounting Manager. It is anticipated that approximately 65% of the individual's time will be dedicated to Operations activities with the balance to Finance/Accounting.

Key Responsibilities:

- Order management, including advancing new orders to manufacturing and monitoring orders for exceptions.
- Supply chain management support
- Purchasing/receiving - inventory, non-inventory and consumables
- Logistics support
- Accounts payable, including purchase order entry/receipt matching
- Accounts receivable including Invoicing and collections
- Cash receipts
- Manufacturing cost accounting support
- 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 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 plus 5+ years of progressive experience
- Expert 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