

JOB DESCRIPTION

JOB TITLE: Accounting & Operations Specialist

JOB SUMMARY:

As a leading voice solution provider, Mountain Leverage is seeking a strategic, dynamic, and growth-minded Accountant and Operations Specialist to perform the day-to-day operations of an accounting department, ensure accurate financial reporting, prepare financial statements, maintain internal controls, analyze financial data, and ensure compliance with accounting regulations. The ideal candidate will have a proven track record of success in managing the financial operations of multiple business entities and maintaining accurate financial records in a fast-paced environment with an eye to future career growth opportunities in financial and operational areas of the organization. In addition to accounting responsibilities, this role will also support local operations, and HR initiatives, such as payroll and benefits administration.

WORKING CONDITIONS:

Location:

- Home-based office that allows for a professional environment for inbound and outbound communications.
- ~5% travel

Internet Service Requirements:

- *Internet access provided by a cable or fiber provider*
- *DSL, satellite, and wireless broadband are NOT permitted*
 - *Exceptions may be made if latency and packet loss are below an acceptable minimum.*
- *Minimum upload speed of 5 Mbps*
- *Minimum download speed of 10 Mbps*

Before any technical or educational requirements are considered, all Mountain Leverage employees must possess traits of honesty, integrity, and honor. They must be flexible, adaptable, and open to change. They must also be critical thinkers, problem-solvers, and team players. Last but not least, they must have a great sense of humor and a desire to have FUN at work!

MINIMUM REQUIRED QUALIFICATIONS:

Education:

- A bachelor's degree in Accounting or Finance with CPA certification or equivalent is preferred.

Experience:

- A minimum of 5 years of experience in accounting, bookkeeping, and financial management.
- Experience using QuickBooks and proficiency in Excel / Google Sheets is required.
- Experience with HR processes such as payroll and compliance is preferred.
- Experience in managing the financial records and operations of multiple related business entities
- Experience in managing an external CPA firm relationship to ensure alignment in financial management across all entities

Other:

- Exceptional financial analysis and problem-solving skills with a focus on attention to detail.
- Strong communication skills, with the ability to build relationships and work collaboratively with team members, vendors, and external parties.
- Demonstrate excellent organizational skills, with the ability to track multiple tasks simultaneously.
- Must be capable of working with and leading a distributed workforce/team.
- Extending coverage outside normal work hours may be required.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Overall responsibility for the company's financial records and transactions.
- Responsible for all month-end closing activities for consolidated business.
- Ensure timely and accurate completion of bank account reconciliations, AMEX reconciliations, Prepaids, Deferred Costs, Accrued Expenses, Deferred Revenue, and other related financial activities.
- Develop and maintain relationships with external tax accountants for tax return preparation, coordination with state-level tax administrators, and maintaining corporate insurance.
- Manage the local operations, including checking/processing mail, making remote deposits, payroll processing, payroll deductions, employee records, and related tax compliance.
- Coordinate with the HR department to onboard/offboard new employees, maintain current employee records, and ensure compliance with federal, state, and local laws and regulations.
- Maintain and fund the company's 401k plan, worker's compensation coverages, property tax tracking and payment, and intercompany account balances.
- Assume responsibility for benefits administration including reconciliation, compliance with relevant laws or regulations, and addressing any related employee queries or concerns.
- Manage the TravelBank and Expensify systems to properly classify expenses reimbursed by customers, maintain accurate expense reports, and other related tasks.
- Lead daily cash flow management for the business while developing relationships with bank POCs for future funding requests while providing all banking documentation as required.
- Intercompany bookkeeping (including international and non-profit).
- Asset management (depreciation, amortization, inventory, and property taxes)
- Overall balance sheet management and maintenance
- Seeking out additional training and methods to improve yourself, the team, and the processes.
- Collaborative assessment with team members, providing feedback as needed.

To apply, send resume and brief introduction to: careers@mountainleverage.com

KNOWLEDGE, SKILLS, & ABILITIES:

Required

- Exceptional communication skills in order to work effectively in a technical environment as well as in a non-technical business user community.
- High degree of comfort working autonomously.
- Ability to adapt and willingness to learn new technologies or techniques.
- Strong organizational skills—Capacity to organize, analyze, and execute several concurrent tasks and activities.

Desired

- Knowledge of non-profit bookkeeping & grant administration/management
- Knowledge of our products and services

MOUNTAIN LEVERAGE CULTURE

Three fundamental beliefs have helped shape why we think our culture matters:

- Our purpose at Mountain Leverage is Life Elevated, Peak Performance. This purpose drives our every action—both internal and external.
- We firmly believe how we behave and who we are in one area of our work permeates all other areas. Meaning how we, as employees, treat each other often informs how we treat partners, suppliers, prospects, and customers.
- We also believe that the context of an organization is critically important. Like water becomes a gas when it boils and a solid when it goes below the freezing point, individuals respond and change according to the environment in which they exist.

ENTER THE MOUNTAIN LEVERAGE P.A.C.T.:

From our inception, we have worked to create an organizational environment where our employees flourish—and ultimately share that flourishing—with our customers, suppliers, partners, and communities. The Mountain Leverage P.A.C.T is the covenant we hold ourselves to, both internally and with everyone with whom we engage.



***Please consider the culture that guides Mountain Leverage before applying, as all members of the team are expected to strive towards embodying these values in their daily work. Learn more about our culture on our website:
<https://www.mountainleverage.com/our-culture/>***

To apply, send resume and brief introduction to: careers@mountainleverage.com