



## **Accounting Specialist**

### **Our Purpose**

Our mission is to eliminate packaging waste from the planet. We create the opportunity for brands to adopt our cutting-edge compostable packaging to replace all the wasteful packaging from the world. Compostable packaging literally gets eliminated after it is used and helps drive adoption of composting which has game-changing ecological benefits.

We are growing 100% per year and looking for people who have a love for the planet, humanity and great problem-solving (yes, this is hard stuff!). “Openness” is the #1 mentioned characteristics of our culture. Openness fosters innovation and exciting career growth that ensures we will achieve our impact on both the planet and on our teammates’ personal goals.

Come join us and feel your direct impact on eliminating packaging, combating climate change, reducing landfill waste, and re-enriching the soil to renew our planet. We believe that within 10 years, people will look at wasteful packaging the way we now look at cigarettes - what were we thinking?!

To help us make this happen, contact: [jobs@elevatepackaging.com](mailto:jobs@elevatepackaging.com)

### **Accounting Specialist Overview**

In this role you will:

- Gain insights into key details of how the business operates.
- Help manage all forms of financial accounts within a high growth company guided by seasoned entrepreneurial leaders.
- Keep accurate records of both accounts payable and accounts receivable, ensuring that invoices are paid where necessary, and that clients pay invoices as required.
- Be positioned for a myriad of leadership roles within the company.

**Reports To:** Head of Finance

### **Core Responsibilities**

Process Key Business Transactions with Excellent Attention to Detail and Timeliness

- Create Purchase Orders, Sales Orders, Invoices and Credit Memos to assist the purchasing and sales teams.
- Set up and onboard Customers and Vendors in accounting system
- Monitor estimated payables against received Vendor Invoices and calculate variances.
- Create Bill entries after following a rigorous approval process.
- Meet regularly with key stakeholders in purchasing to review, recommend changes and resolve issues with purchase orders, suppliers and vendor invoices.
- Assist with electronic payments to vendors, run checks and send remittance information.

- Report on Payments Received and Manage Accounts Receivables in Collaboration with the Sales teams
- Update Key Marketing Lists, Sales Lists and Finance Reports and Identify Key Insights

**Perform Key Functions in Accounting / Maintain Current and Accurate Accounting Records:**

- Assist with the reconciliation and close Accounts Payable monthly.
- Review Accounts Payable aging and reconcile to General Ledger.
- Organize and maintain Chart of Accounts to ensure accurate data for reporting
- Enter Journal Entries and Adjustments in line with existing processes and procedures
- Identify and implement opportunities to leverage QuickBooks Enterprise functionality to increase efficiency and effectiveness.
- Work with the Head of Finance and external CPA to identify, document, and implement key control risks.

**Manage Key Decision Tools to Drive Data-Driven Decision Making**

- Update inventory management and cash forecast tools to manage investment decisions and project future results of different business strategies.
- Produce Sales Reports and Identify Key Trends to Help the Sales Team Increase Sales
- Update KPI dashboards and other key information tools to drive.
- Manage Standard vs. Actual Cost Model to Control Gross Profit
- Manage Scorecards that Drive Data-Driven Decision Making Throughout the Company

**Resolve and Implement Ways to Improve Current Processes and Systems**

- Develop Improved Processes and Templates to Make your Processing Easier, Faster and Less Error-Prone
- Create training tools to assist in the transition to new and revised processes.
- Work with our future technology team to turn your processes into world-class automated technology on which our company will run

***Possible Additional Roles:***

- Back up to Payroll processing
- On-boarding, training and managing Team members
- Lead and/or support in development of Operations Systems
- Prepare data analytics to support Team members

**Company Culture**

We are working together to renew the planet. This requires us to solve hard problems. We must have a love for great problem-solving and must be team-oriented to support each other in problem-solving.

- Collaborative Service-Oriented Team that is Supportive and Open to Questions or Ideas
- Love for Great Problem Solving
- Innovative



- Care Deeply About the Planet and About Our People
- Inclusive, Friendly and Tight-Knit

**Our Ideal Candidate is/has:**

- Motivated individual who is enthusiastic about our products
- Experience with QuickBooks Desktop software
- Minimum of three (3) years experience in Accounts Payable office with on-line invoice matching.
- Process-oriented in rational decision-making
- Passion for attention to detail and process rigor
- Loves working at a fast pace

**At Elevate Packaging, we offer**

- The opportunity to have a tangible, hugely positive impact on the planet
- Opportunities for growth in a fast-growing company with proven leaders
- Work with a collaborative team of A+ individuals who love working together
- Free At-Home composting pickup service
- Competitive compensation aligned with success
- Health benefits and Retirement Account