



CZERO

Job Opening – Office Manager & Bookkeeper

Posting#: 2017- 003

Date of posting: July 17, 2017

Location: Fort Collins, Colorado 80524

Time commitment: Full time

Reporting structure: Reports to CEO

Travel requirements: None anticipated

JOB DESCRIPTION

Czero seeks an experienced and highly motivated individual capable of overseeing all office and bookkeeping functions at a small, rapidly growing engineering firm. In this role, the successful candidate will work both independently and with the management team to ensure smooth operation of the office and all bookkeeping activities. As Czero is a rapidly-growing company, this individual will help shape the future of Czero and will have great opportunity to stretch themselves and grow with the company both in terms of skill set and responsibilities.

Representative tasks

- Responsible for all aspects of data entry and maintenance of the QuickBooks accounting software system
- Prepare financial statement presentations; including income statements, balance sheets, cash flow statements, and ratios
- Prepare and interpret financial analysis on an as needed basis using QuickBooks and Excel
- Manage cash receipts, bank deposits, cash disbursements, and bank reconciliations
- Complete accounts receivable data entry, invoice creation, collection, and reconciliation
- Manage accounts payable data entry and reconciliation
- Coordinate payroll with the assistance of an outside payroll company
- Reconcile general ledger accounts monthly
- Make management aware of any potential issues or irregularities
- Manage internal time card system
- Create budget structure and work with management to populate / manage
- Effectively set up and maintain paper and electronic files systems
- Partner with HR to update and maintain office policies as necessary

- Assist in the onboarding process for new hires
- Serve as the point person for office manager duties including: maintenance, mailing, supplies, equipment, bills, errands, shopping
- Schedule meetings and appointments
- Organize office operations and procedures
- Provide general support to visitors
- Address employee queries regarding office management (e.g. stationery, purchases, travel)
- Liaise with facility management vendors, including cleaning, catering and security services
- Plan in-house or off-site activities, like parties, celebrations, conferences
- Coordinate and prepare collateral materials for marketing, sales, meetings
- Compose, type, distribute meeting notes, presentations, routine correspondence

QUALIFICATIONS

Education

Associate's or bachelor's degree in accounting or equivalent experience

Experience required

5+ years of experience and demonstrated success in accounting and bookkeeping functions

Essential for this position

- Excellent Excel skills including functions, VLOOKUPS, and pivot tables
- Proficiency in English and in MS Office (Outlook, Excel, Word, PowerPoint)
- Solid understanding of accounting principles and bookkeeping functions
- Ability to do data entry in a highly accurate and efficient manner
- Ability to analyze, interpret, and explain financial information
- High degree of accuracy and attention to detail
- Excellent time management skills and ability to multi-task and prioritize work
- Ability to work with others, including auditors
- Ability to carefully manage confidential information
- Self-motivated, personable, persistent, diplomatic, organized
- Customer service orientation and negotiation skills
- Excellent problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Commitment to Czero goals and a desire for continuous improvement

Additional consideration given to those with experience in these areas

- Experience using QuickBooks
- Higher level accounting skills and experience
- Power user in Excel
- Experience in WordPress
- Previous office manager experience
- Experience in small businesses

Residency requirements

Must be U.S. citizen

The right fit for our team

Beyond administrative and bookkeeping capability, we're looking for someone who is smart, creative, innovative, hardworking, able to handle multiple activities simultaneously. Everyone at Czero enjoys the challenge of tackling hard problems and is willing to put in the time and effort to solve them and we need our office manager to support them. Additionally, we have a true team environment, so it's crucial that you can collaborate effectively with diverse team members.

If you join our team, you will find Czero an interesting, challenging, and rewarding place to work. Your contributions will make a significant impact on high-profile projects that are positive for our clients, the environment and the economy.

HOW TO APPLY

Please email a PDF of your cover letter and résumé to careers@czero-solutions.com

ABOUT CZERO

An established, fast-growing mechanical engineering firm located in Fort Collins, Colorado, Czero specializes in early-stage R&D in the areas of automotive, commercial vehicles, oil and gas, and clean technologies. Our team takes on wide-ranging engineering challenges for both private and public-sector clients, developing new technologies and delivering high-quality proof-of-concept prototype systems.

We are passionate about the environment, and our work centers on scalable, cost-effective solutions to increase energy efficiency, improve energy storage and decrease harmful emissions. Co-located at the Powerhouse Energy Campus of the Colorado State University (CSU) Energy Institute, we also work closely with CSU researchers.

RECRUITERS

Please do not contact us regarding this or other positions at Czero; we already have an established relationship with a great recruiting team. Thanks!