

Accounting & Operations Support Specialist

Full Time – Bozeman, MT

The Accounting & Operations Support Specialist is a key functional expert in the organization and is responsible for operational duties as well as supporting finance. This includes daily operations duties such as reconciliation, order fulfillment, document management, auditing, and participating with cross functional teams. The Accounting & Operations Support Specialist will be relied on to ensure integrity and accuracy in all areas as well as speed and efficiency of data management, and continuous improvement in data analytics and reporting.

Golden Helix has been delivering industry-leading bioinformatics solutions for the advancement of life science research and translational medicine since 1998 with 1,000s of users worldwide. With our software, hundreds of the world's top hospitals, testing labs, pharmaceutical, biotech, and academic research organizations can harness the full potential of genomics to identify the cause of disease, improve the efficacy and safety of drugs, develop genomic diagnostics, and advance the quest for personalized medicine. Learn more about Golden Helix at www.goldenhelix.com before applying.

RESPONSIBILITIES:

The following include key functions of the role, but are not limited to:

- Assist the Operations Team in planning, organizing, and coordinating functions relating to the operation of the business.
- Assist with the month, quarter and year-end close and assist with reconciliations of balance sheet accounts ensuring accuracy of our financial records.
- Reviews/Prepares monthly analytics reports and communicates significant variances on a timely basis, including coordinating adjustments when needed.
- Assist with the activities related to the annual budget and monthly forecasting process.
- Document management and filing for the office, including managing current and archive files, processing general paperwork, and maintaining organized filing records
- Process order fulfillment for new customers, including licensing and database updates, invoicing and emailing customers
- Participate with cross functional teams to help drive organization efficiency, effectiveness, and continuous improvement
- Basic bookkeeping, including but not limited to accounts payable, accounts receivable, past due invoices, and reconciliation of company credit cards
- Assist Sales by providing and preparing various required documents upon customer requests.
- Regular CRM database maintenance and special projects as directed

Qualifications & Experience:

- **Education:** Bachelor's degree preferred in Accounting, Finance, Business Administration, or a related field, or equivalent combination of education and experience.
- **Experience:** Prior experience in an office setting required; experience in a technical environment (e.g., software, biotechnology, or genetics) strongly preferred.

- **Accounting Knowledge:** GAAP accounting principles preferred; experience handling financial records, budgeting, and reporting is a plus.

Skills & Competencies:

- **Technical Proficiency:**
 - Strong proficiency in QuickBooks and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
 - Advanced Excel skills (pivot tables, VLOOKUP, data analysis, etc.).
 - Experience with MS Dynamics 365 or other ERP/accounting software is a plus.
- **Analytical & Organizational Abilities:**
 - Strong attention to detail and accuracy, even in fast-paced environments with frequent interruptions.
 - Ability to manage multiple projects with varying but stringent deadlines.
 - Strong problem-solving and analytical skills to assess and optimize processes.
- **Communication & Interpersonal Skills:**
 - Excellent oral and written communication skills, with the ability to interact effectively at various levels of the organization.
 - Strong presentation and social skills for both internal and external interactions.
- **Work Ethic & Initiative:**
 - High self-initiative, able to work independently with minimal supervision.
 - Comfortable juggling multiple priorities, especially those assigned by others, while maintaining accuracy and efficiency.
 - Ability to work well under pressure and adapt to changing priorities.

INTERESTED?

If you are interested in a challenging and rewarding position with an exciting company, please send your resume and letter of interest to personnel@goldenhelix.com. Please note any prospects will be contacted from a goldenhelix.com domain email address.