Accounting Specialist

Are you the math wizard at your house?

Can you retrieve reports on Sage 100 lickety-split?

Have you run payroll so many times that you could do it with your eyes closed?

We are looking for a detail-oriented, organized, hands-on Accounting Specialist to join our growing team. We are looking to fill this full-time position immediately in our Salt Lake City office and reports to our Accounting Manager, Lynda Eads.

About this Position
Here’s what you’ll do as our Accounting Specialist.

• Accounts receivable including invoicing and customer setup and interactions
• Employee expense calculations, per diems, travel tracking, and other reimbursements. Ripple follows government guidelines and GSA per diem rates for these calculations. If you’re familiar with government guidelines for travel, please be sure to mention this in your cover letter.
• Accounts payable, vendor setup, purchase orders, receiving, invoicing, and working with purchasing and inventory.
• Reconciliations of bank and credit card accounts.
• Government grant cost tracking and reimbursement.
• Filing and organizing of accounting documents.
• Be thoughtfully constructive: We are looking for solution-oriented team players who can check their egos in order to collaborate to overcome obstacles.
• Genuinely care. At Ripple, we care deeply about each other and treat each other with respect, kindness and patience. We care about the products we create and demand the best of ourselves.

Here’s the skillset we would like you to have to be able to do this job:

• 5-7 years of Accounting experience.
• Hands-on Accounting aptitude.
• Competency to streamline processes.
• Sage 100 and QuickBooks with accrual bookkeeping expertise.
• Microsoft Office 365 expertise.
• Strong interpersonal and communication skills.
• Analytical and organizational skills.
• Self-motivated and self-directed.

Here’s you will work with:
• Lynda - our resident funny gal and self-defined tough broad! Lynda will keep you laughing and living life on a happy note. She is quick and witty, and perpetually positive! She cuts right to the chase to help give you the answers you need to succeed. Lynda manages our Accounting efforts and works closely with our owners to make financial strides that will bring Ripple’s goal to fruition.

• Amanda – our power-lifting, super-efficient manufacturing manager! Amanda will work with you to coordinate purchasing tasks to help get our products in and out the door. Amanda makes sure our supply chain and manufacturing efforts are in constant progress.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. We are a team. We pitch in and help each other on all projects. No one at Ripple is “above” doing a task if it helps move the team closer to our goal.

Ripple is committed to equal employment opportunities, and does not discriminate on the basis of any protected class defined by the Equal Employment Opportunity laws. Yeah, I know. You’ve heard it a million times, but we really do mean it. We find value in a diverse workplace. We are totally willing to make reasonable accommodations to enable individuals with disabilities to perform this job.

About Ripple
Ripple creates life enhancing neurotechnology for research and medical applications. Our products integrate cutting-edge hardware and software elements designed to read and write from the human nervous system. We are funded by a mix of commercial sales revenue and federal research grants from NIH, DARPA, and the Congressionally Directed Medical Research Program (*sigh* that was a mouthful.)

At its core, Ripple is a community of driven people who choose to work together on really hard problems. We are builders and creators and want to see our efforts impact the world for good. Those who thrive at Ripple are self-motivated and work well independently. There are times of intense effort and individual contribution and sacrifice, but we know that what we are building will take time, and living a fulfilling life outside of Ripple will keep team members deeply engaged.

Ripplers are given high-level tasks and a bit of context. Then, they are expected to seek out information, standards, develop new skills and design something great with a team of similarly dedicated and driven colleagues.

At Ripple, team members are often asked to do things they have never done before. We expect a lot of chances to hear differing opinions, and to be surrounded by people who deeply care about our projects and are interested in the big picture of what Ripple is trying to accomplish. Ripplers are encouraged to take time to help and teach others, and to listen, learn and change their own views until a solution emerges.

We expect great ideas to come from everyone at Ripple. We are passionate and friendly, patient and thoughtful, and all agree to not work with jackasses (no matter how great you think you are). All of us must actively contribute to the quality of our processes and products through
thoughtful effort. There is no shortcut to making implantable medical devices or cutting-edge neuroscience tools, but with a strong team of friends building them together, it is worth it.

What do you think?
After reading through this job posting, do you feel like you’ve found a workplace you could be passionate about? Great! We need passionate individuals on our team. Send your resume over to jobs@rppl.com with a cover letter explaining your interest in this position, and in working for Ripple.

We are excited to hear from you!