

Job Title:	Accounting Clerk
Application:	https://airtable.com/shrh06JdB0IPgk5R9
More Info:	https://www.solvusglobal.com/careers
Job Type:	Full Time, Hourly, Non-Exempt

At Solvus Global, We Are...

Innovators, Engineers, Entrepreneurs, Makers, Creators, Dreamers, DOERS

Solvus Global is a technology innovation company focused on solving problems in the materials and manufacturing space. We are a diverse team of engineers & scientists dedicated to leveraging our Knowledge Capital to develop critical solutions for our customers. Often, those solutions have much greater impact than just one organization and so we focus our innovations on Targeted Commercialization. Our team spins out core technology areas into standalone startups ready to build a team, raise capital, and launch a product/service that solves a critical challenge across entire market sectors in the materials & manufacturing space.

The Opportunity with Solvus Global Is...

Dynamic, Engaging, Cross-Disciplinary, Cutting-Edge, Flexible, EMPOWERING

Solvus Global is looking for an accounting clerk who can support the Solvus Global team on a day-to-day basis. Our accounting clerk should have experience preparing sales invoices, processing payables and working with basic payroll functions. The nature of Solvus's work is one that requires compliance with government, corporate and tax related finance laws. The accounting clerk will be a critical team contributor to assure that financial transactions are processed timely and accurately. They should be flexible and independently motivated but excited to work in a highly collaborative environment with significant growth potential. The expectation is that anyone joining our team is prepared to not only pick up new skills very quickly and be excited to grow and learn in their desired profession, but also to keep the health and happiness of the company and their coworkers at the center of their work.

Required Attributes & Skills

- 1+ year of experience with both accounts receivable and accounts payable processing
- Associates degree in accounting, finance or business or commensurate experience
- Experience with QuickBooks or similar financial system
- Experience with Microsoft Excel
- Strong written and verbal communication skills
- Ability to work both independently and in a team
- High attention to detail

Advantageous Attributes & Skills

- Experience with electronic procurement systems
- Experience with Airtable
- Experience in Expensify
- Bachelor's degree in accounting, finance or business