



**Potential Title: Accountant**

**Reports to: CFO**

**We are seeking an Accountant to join our talented team. In this position, you will be responsible for a number general accounting duties including accounts payable, receivable, and general ledger items. This position allows for remote work, though some in-office presence will be required.**

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**Responsibilities:**

- Enter and pay accounts when due
- Enter and collect accounts when due
- Process purchase orders and generate invoices
- Maintain our orderly accounting filing system
- Bank deposits
- Assist with quarterly and yearly financial statements
- Prepare internal reports for management regarding sales and inventory
- Other ad hoc duties as assigned

**Skills and Qualifications:**

- 4+ years' experience working in an accounting or administrative role
- Bachelor's degree in accounting, or a comparable college diploma
- Knowledge of generally accepted accounting principles
- Skilled at QuickBooks and Excel, or similar software
- Excellent communication, detail, and organizational skills

**Additional Desired Skills:**

- Positive, can-do attitude
- Fun team player
- Ability to thrive in a dynamic environment

**Benefits:** Optigo Networks provides a competitive compensation package that includes benefits, educational opportunities, and the ability to work with the latest technologies in a fun, agile, startup environment.

**Job Types:** Full-time, Permanent

**Salary:** \$50,000.00 - \$60,000.00 per year, with stock options

**Schedule:** Monday to Friday