



## **About Our Company**

Established in 1991, Alpine Research Optics has a distinguished reputation for providing optics to the laser, semiconductor, and medical and scientific research markets, produced in its clean modern facility in Boulder, CO.

## **Job Opening Summary**

Position: Staff Accountant  
Department: Administration  
Reports to: President

## **General Responsibilities Outline**

- Responsible for all financial and accounting functions, including but not limited to: payroll, invoicing, A/R, A/P, collections, cash management, tax payments, cost control, and internal and external reporting, month and year end close and use tax reporting.
- Maintains company records in an organized, effective, and confidential manner
- Assists Human Resources Manager with employee on/off-boarding and benefit administration
- Maintains up-to-date knowledge of all state and federal laws related to financial matters and ensures compliance thereof
- Directly manages Shipping Clerk through delegation and supervision of a variety of responsibilities

## **Qualifications**

- Relevant college degree, courses and/or work experience
- At least five years of office management experience
- Experience with accounting software and payroll system (QuickBooks preferred)
- Proficient with Microsoft Office suite
- Experience with ERP systems
- Methodical and detail-oriented
- Organized
- Effective writer and oral communicator
- Flexible and adaptable to changing priorities
- Strong work ethic
- Positive attitude

## **About Our Benefits**

ARO offers a competitive benefits package for our full-time employees, including: medical and dental insurance, life insurance and AD&D, short-term disability, simple IRA with company match, paid holidays, paid sick time and paid vacation.