

## Financial and Corporate Support Position

**Reports to:** Director of Operations

**Location:** Position works in Estes Park Office

**Description:** The role of Operations Support is to provide support for Financial/Accounting and Corporate activities.

### Financial / Accounting Support:

Provides support for AR/AP in both Quick Books and I.Soft, Scans receipts and files all AR/AP records Provides support for orders: completes accurate order entry into Infusion Soft and QuickBooks, including updates account with updates to rep zones, person type, billing/shipping, commission/referral and verifies accurate order details with pricing and shipping information. Updates payments and reconciles AR in QB and I.Soft.

Provides support for client invoicing; QB Invoices; Records Contact Info in and Account details for QB

Supports financial recognition of expenses and reconciles records (receipts, funds received and deposits made into financial institutions. Uses web applications (I.Soft) and Authorize.Net to update transactions.

Provides purchasing support by managing orders for supplies; updating inventory for supplies used in the business, supports payments for business transactions including travel/tradeshaw/business supplies, etc.

Supports logistics through shipping of materials to support operations and client / sales requests.

Supports operations manager in getting product ordered and delivered for customers with approved vendors, including sending and verifying orders; support of specialty product orders for clients, updating records with client and new client information.

Handles client shipment requests; tracking and updates I.S. with tracking information. Verifies tracking information when requested, provides. Freight Quotes- Track Shipments – Enters PO and Tracking Info into I.Soft.

Provides support to operations manager to resolve client and representative questions concerning invoicing, billing, shipping, payments. Support vendor W-9 Requests and assures New Customer Forms are received and filed.

Provides fulfillment of PSS and PSAS Products including assuring supplies are ordered for vendor shipments.

Supports recruiting by placing ads, managing inbound resumes and helping to set-up interviews with the Director of Operations.

Manages inventory records and updates of equipment inventory for BioLynceus

Provides support for reconciliation; project data entry and special projects as requested.

### Science Responsibilities:



Providing Environmental Solutions for **water** **soil** **plants**

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Deploys ODA Logger and sampling equipment, including scheduling, retrieval of data, working with labs to submit samples and retrieve data, supports client and sales employee to work with science sampling.

Assures data is being updated and added to project files and spreadsheets. Supports Operations and Business Development to identify science and help gather additional data for projects.

Provides operational support on special projects and requests as assigned.

### **Operations Support:**

Office Responsibilities:

Provides team support for operations, logistics, office and corporate programs.

### **Tangible Skills:**

Clear cohesive communication skills verbally and written. Exceptional phone skills.

Ability to provide exceptional customer service to internal and external customers. Works collaboratively with entire team. Is flexible and works through problems.

Uses office technologies to accomplish work tasks. (QuickBooks, Microsoft Office, Email, Infusion Soft, Scanning Technology)

Manages time to assure work targets are performed on time and with attention to accurate execution of all details.

Uses internal communication systems to keep program managers updated on the progress and needs.

Uses skills of email and virtual business fluently.