



Building brains through early talk

Accounting & Back Office Supervisor

LENA, a social impact technology organization located in Boulder, Colorado, has developed amazing hardware and software that is making a difference for children and families around the world. We continue to grow and are looking for an individual to join our team as our **Accounting & Back Office Supervisor**.

LENA is expanding rapidly, and our accounting and back office business operations need to scale as well. You will work closely with our Controller and Chief Information & Operating Officer to support effective and efficient scaling of our accounting, shipping, and inventory management operations.

In this role you will:

- Work with and assist the Controller in making the judgements and decisions necessary to ensure accurate books and records, and to improve and streamline associated processes.
- Oversee and perform A/P and A/R functions including typical matching, processing of vendor payments, application of customer payments, and ensuring correct general ledger entries.
- Supervise our shipping, receiving, and inventory operations. LENA manufactures its own products and we operate a small "warehouse" sending our products to customers around the world.
- Help us to implement a new ERP solution early next year. This new system will have significant impacts to back-office operations and will enable LENA to systematize and automate these operations like never before.
- Work closely with the Controller and the Chief Information and Operations Officer in creating, supervising/running, and improving accounting and back-office operations. This includes helping us to implement other third-party systems and potentially integrating LENA with drop shippers, print-on-demand, and other service providers.

We are looking for someone who:

- Knows accounting and accounting operations; been there, done that, and does it well.
- Exhibits exceptional computer skills, especially a mastery of Microsoft Office and current, relevant experience using an ERP system. This is WAY more than sending email and creating spreadsheets.
- Embraces change as a way of life and is wired to make things run, and then to make them run better. Is constantly on the lookout to streamline and improve.
- Works well in a fast-paced environment, meeting multiple deadlines with mixed priorities. Is self-driven, works independently, and inherently knows what to work on next.
- Communicates, collaborates, and integrates with other teams. Effectively and concisely.
- Has an Associate's/Bachelor's Degree plus five years' relevant experience.

This is an excellent opportunity to establish and grow and significant back-office operation. Come, join our acclaimed team in the foothills of the Rockies and make a meaningful difference in the world!

Salary/Benefits:

LENA offers a fun, close knit, professional, and supportive work environment along with an excellent benefits package including medical, dental, vision, life/disability, HSA/FSA, 401(k) including employer match, & Paid Time Off and a competitive salary. To apply, please submit cover letter with salary requirements and resume as a single pdf document to hr@lena.org. To learn more visit us at www.lena.org/joinourteam.