

## Financial and Operations Associate

Full Time – Bozeman, MT

Come work at Golden Helix, a leading biotechnology firm in our industry located in Bozeman, MT. We are looking for a proactive Financial and Operations Associate with strong problem solving and critical thinking skills to help us keep growing. If you are hardworking and dedicated, Golden Helix is an ideal place to get ahead.

### THE COMPANY:

Golden Helix has been delivering industry-leading bioinformatics solutions for the advancement of life science research and translational medicine for over 20 years with 1,000s of users worldwide. With our software, hundreds of the world's top hospitals, testing labs, pharmaceutical, biotech, and academic research organizations can harness the full potential of genomics to identify the cause of disease, improve the efficacy and safety of drugs, develop genomic diagnostics, and advance the quest for personalized medicine. Learn more about Golden Helix at [www.goldenhelix.com](http://www.goldenhelix.com) before applying.

### RESPONSIBILITIES:

#### Operations:

- Bookkeeping, including but not limited to accounts payable, accounts receivable, past due invoices, and reconciliation of company credit cards
- Monthly and quarterly financial reporting as directed
- Assist the Operations Team in planning, organizing, and coordinating functions relating to the operation of the business
- Issue quotes to customers as requested by the sales team
- Process order fulfillment for new customers, including licensing and database updates, invoicing and emailing customers
- Document management and filing for the office, including managing current and archive files, processing general paperwork, and maintaining organized filing records
- Maintain an orderly appearance and upkeep of the office, including organizing, straightening, ordering, and stocking office and breakroom supplies, and contacting vendors for services as needed
- Coordinates with various departments to achieve optimal work production across the board

### QUALIFICATIONS:

- More than three years of accounting and general administration experience
- Thorough knowledge and experience in accounting practices
- Hands-on experience on QuickBooks required
- Must be steady and analytical, with a very high sense of order and organization. Continual attention to detail and accuracy amid frequent interruptions required
- High self-initiative with the ability to work well under pressure. Must be able to juggle multiple tasks and demands as prioritized by others efficiently and accurately
- A value and preference for administrative and office work required. Must enjoy helping others and be loyal and cheerful

**INTERESTED?**

If you are interested in a challenging and rewarding position with an exciting company, please send your resume and letter of interest to [personnel@goldenhelix.com](mailto:personnel@goldenhelix.com).