

Operations Coordinator

Full Time – Bozeman, MT

Come work at Golden Helix, a leading biotechnology firm in our industry located in Bozeman, MT. The Operations Coordinator position is an essential component of the Golden Helix team assisting in detailed budgeting and accounting, as well as other business operations and human resources functions. This position reports directly to the Senior Director of Operations & Marketing.

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 before applying.

RESPONSIBILITIES:

- Maintaining budgeting reports and providing analysis for month-to-month and annual review.
- Bookkeeping, including, but not limited to, accounts payable, accounts receivable, collections, and reconciliation of company credit cards.
- Process monthly payroll and payroll reconciliation in coordination with the Manager of Operation. Also responsible for processing and ensuring accuracy on payroll liabilities.
- Shares office management duties with the Manager of Operations to maintain an orderly appearance and upkeep of the office, including organizing, straightening, ordering, and stocking office and breakroom supplies.
- Assist the Operations Team in planning, organizing, and coordinating functions relating to the operation of the business.
- Weekly, monthly and quarterly financial reporting as directed.
- Assist Sales by providing and preparing various required documents upon customer requests.
- 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
- Coordinates with various departments to achieve optimal work production across the board

QUALIFICATIONS:

- Administrative/office management experience with an emphasis on fiscal management and customer service and/or a Bachelor's degree in a related field and/or an equivalent combination of education and/or experience.
- Knowledge of budget creation, tracking, analysis, and reporting in QuickBooks, as well as using spreadsheet (Excel), word processing, and Outlook.
- Experience and skill with basic accounting including accounts payable and accounts receivable.
- Competence organizing and managing events, and/or prioritizing multiple work assignments, meeting deadlines, and exercising adaptability to changing priorities while maintaining a positive, effective, and professional attitude.

- Ability to work independently on assigned tasks as well as to accept direction on given assignments.

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.