

JOB OPENING

Accounting & Office Manager

Inpria Corporation, a venture-backed electronic materials manufacturing company in Corvallis, Oregon has an immediate opening for an experienced Accounting & Office Manager. As a fast growing company, we are seeking a self-starter who truly enjoys and thrives in a dynamic and diverse position. This position is based at our headquarters in Corvallis, Oregon.

Responsibilities

Accounting

- General ledger, accounts payable, and account receivable
- Bank reconciliations & cash management
- Capital asset tracking & depreciation
- Inventory valuation
- Account reconciliations & accruals
- Expense report processing

Financial reports and budgets

- Assist with preparation of monthly P&L, balance sheet, and cash flow
- Assist with preparation and management of corporate budgets
- Support annual audit

Manage payroll, benefits and insurance for the company

- Manage new hire on-boarding paperwork and ensure all necessary filings are completed in a timely fashion
- Track paid time off accruals and usage
- Process payroll through ADP
- Coordinate international payroll, expenses and wires

Office management

- Oversee basic facilities, supplies and office environment

- Assist with purchasing process
- Assist with other miscellaneous administrative projects

Requirements

- BA/BS in Accounting preferred
- 5+ years accounting experience (ideally in a manufacturing environment)
- CPA desirable
- Proficient in accounting systems (e.g. Quickbooks) and MS Office (Excel)
- Experience with payroll & employee benefits

Compensation and Benefits

Inpria offers competitive compensation and an excellent benefits package that includes stock options, health insurance, paid vacation, and a company-sponsored 401k plan.

About Inpria

Inpria Corporation is a pioneer in high-performance inorganic thin-films for nanoscale patterning. Inpria's patented photo-condensed molecular oxides offer customers the unique ability to deposit – directly from solution – atomically smooth, intrinsically dense, and directly photopatternable metal oxide films thereby enabling advanced performance with simplified processing. Working together with a global network of partners, Inpria is creating a new class of electronic materials to support future patterning needs across the worldwide semiconductor industry.

To Apply

Please send resume and cover letter to careers@inpria.com

Inpria Corporation is an Equal Opportunity Employer.