

## Office Manager - ESS, Inc.

### About ESS

ESS, Inc. is a fast-growing, venture-backed, clean technology start-up, located in Portland, OR. ESS has developed an advanced flow battery technology for commercial, industrial, and utility applications.

### About the Role

The Executive Assistant/Office Manager plays a pivotal role within the company, providing executive support to leadership and senior team members, with additional focus on day to day team support and office management. This person will be responsible for supporting company operations by maintaining various office systems and supporting accounting duties such as AP/AR and inventory management. Detailed job descriptions include:

- Represent the Company by welcoming visitors and clients, reviewing correspondence; answers questions and meeting requests directed to senior leadership.
- Manage office supply inventory and vendors; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintain and operate office equipment (printer/scanner/video surveillance); troubleshooting failures; calling for repairs; monitoring equipment operation; serve as liaison between Corios and building superintendent, service and vendor personnel.
- Process and distribute mail correspondence; record and deposit incoming payments;
- Develop and implement new processes, procedures, practices and forms.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains accounting ledgers by posting account transactions.
- Verifies accounts by reconciling statements and transactions.
- Resolves account discrepancies by investigating documentation; issuing stop payments, payments, or adjustments.
- Maintains financial security by following internal accounting controls.

## **Desired Skills & Experience**

- Demonstrates flexibility in the face of change
- Projects positive demeanor in handling difficult situations and ability to manage multiple conflicting priorities without loss of composure
- Ability to work independently, with little oversight, exhibiting sound judgment, and the ability to make reasonable decisions in the absence of direction or constant delegation
- Strong organization and time management skills to ensure the smooth flow of information throughout the company
- Demonstrates the ability to foresee problems and take initiative to address them before they become challenges
- Utilizes analytical skills and a broad understanding of the business to effectively interpret needs
- An optimistic, can't-lose attitude combined with a healthy dose of reality
- A thirst for knowledge and the desire to learn something new each day
- Works as a competent member of the team, willing and actively providing back-up support when needed
- Associates degree preferred in a business-related field or equivalent work experience in accounting or securities industry
- Knowledge of ERP systems
- U.S. Citizenship or permanent residency.