



Job Description: Finance and Accounting Associate **December 2021 – Kahtoola, Inc.**

About Kahtoola

Kahtoola is an outdoor equipment design and manufacturing company with a history of product innovation and excellence. Headquartered in the beautiful mountain town of Flagstaff, AZ, all our Associates work closely as a team to best address the opportunities and challenges of growing our business.

Founded in 1999, Kahtoola is a market leader in winter traction gear and gaiters, and is positioned for strong growth in other outdoor product categories. In addition to making high-quality products, we actively support social and environmental responsibility, foster strong community relationships, and inspire outdoor adventure. As Associates, we are a company of quality aficionados who love great gear and getting outside. We work hard to take on business challenges together while enjoying a supportive, fun, and casual work environment.

The ideal candidate will:

- Be passionate about the growth of a premium brand in the outdoor industry
- Be energized by working for a company dedicated to designing and manufacturing best in class outdoor gear
- Recognize the importance of building and maintaining strong interpersonal relationships within Kahtoola and with our external partners
- Be motivated to take environmental and social issues into consideration to operate as a responsible company

Job Description:

In this year-round full-time role based in Flagstaff, you will manage Kahtoola's domestic and international accounting and finance operations, as part of a core team of three. You'll ensure that all financial decisions are well-planned, accounted for, clearly understood, aligned with short- and long-term company goals, and support company values. You will be a vital source of information for Kahtoola's entire team regarding the company's financial standing. In order to help achieve overall business success, you will actively contribute to Kahtoola's brand, product development and communications. This role is an integral part of the full Kahtoola team and must be undertaken with an emphasis on open communication and collaboration with all Associates (Sales, Communications, Logistics and Shipping, Operations, Human Resources, and Product Design & Development).

Job Responsibilities:

- Ensure timely and accurate maintenance of Kahtoola's cash flow, payables, receivables, credit, and general ledger
- Manage international A/P and A/R; assist with domestic A/P and A/R
- Skillfully assist Finance Teammates with addressing overdue customer accounts and negotiating favorable credit terms
- Complete month-end and year-end accounting processes
- Utilize up-to-date financial data to report to the Kahtoola team about resource investment and budget forecasts: prepare balance sheets, profit and loss statements, and other financial reports
- Advise Kahtoola's President and Operations Associates on efficiently utilizing Kahtoola's financial resources, planning for company decisions, creating seasonal and long-term budgets, and suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts
- Analyze currency exchange rates, transactions and receivables in several currencies, trends, costs, revenues, financial commitments, and future obligations and opportunities
- Maintain service contracts, insurance policies, patent and trademark records, and corporate documentation: ensure that terms and conditions are met, proactively oversee renewals, ensure that proper coverage is in place, etc.
- As Kahtoola's point of contact, nurture relationships with third-party partners in sales tax management, payment processing, data & sales systems consulting, and credit associations; with Kahtoola's domestic and international accounting partners; and with industry and non-profit organizations
- As the 'superuser' of Kahtoola's accounting database, assist fellow Associates with systems questions and problems
- Problem solve within our data systems, with customers and vendors, and within the Kahtoola team
- Comply with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising on needed action
- Ensure compliance with industry, federal, and state standards, rules, regulations, and systems of internal control
- Substantiate financial transactions by auditing documents, and facilitate internal and external audits
- Communicate effectively and openly with all departments on a variety of business topics
- Participate in product development, testing activities, and in company events (trade shows, sponsored events, fundraisers)

- Other duties as assigned and as needs arise

The successful candidate will:

- Have hands-on accounting experience and an in-depth understanding of accounting principles
- Confidently perform complex accounting activities and financial analyses
- Combine excellent analytical skills with a thorough knowledge of accounting principles to create solid financial reports and forecasts, while ensuring accuracy and effectiveness of all accounting and financial related tasks
- Seek to build and maintain long-term relationships that embody Kahtoola's standards of quality, integrity and respect for all: customers, society and the environment
- Embody genuine empathy with all customers and vendors
- Be consistently detail-oriented with each order, situation, and customer
- Demonstrate an ability to multitask, organize, prioritize, and re-prioritize based on changing needs
- Remain calm and composed during high volumes of orders and requests
- Maintain accuracy and sharp attention to detail in a fast paced environment
- Exhibit a 'firm but fair' demeanor with all customers, dealers, and sales reps in email and verbal communication
- Possess an intermediate to advanced knowledge of Microsoft Office products
- Have a love for numbers, spreadsheets, and qualitative analysis/skills

Job Requirements:

- Bachelor's degree in Accounting, Finance or a related field
- Demonstrated bookkeeping and office management experience is required, with 2-5+ years demonstrated experience in accounting/finance
- Successful completion of background check
- Certified Public Accountant (CPA) certification is a plus
- Thorough knowledge and understanding of general ledger accounting and related responsibilities and tasks
- Experience with accounting software such as Quickbooks, Peoplesoft, Microsoft Dynamics, etc
- Strong analytical and problem solving skills
- Meticulous attention to details and numbers
- Demonstrated success in a fast-paced environment
- Excellent written and verbal communication skills
- Outdoor industry experience is a plus

Kahtoola is committed to a drug-free workplace. All employment is contingent upon successful completion of drug and background screening. Kahtoola requires all applicants to be eligible to work in the US.