



Job Description:
Accounting & Purchasing Associate
April 2025 Kahtoola, Inc.

About Kahtoola

Kahtoola is an outdoor gear manufacturer based in the idyllic mountain town of Flagstaff, AZ. It all started in 1993 when company founder Danny Giovale experienced a life changing fall while descending from a climb in the Italian Dolomites, which sent him sliding down a steep gully in the dark. He was lucky to escape with only minor injuries, and that experience set him on a course to address a serious unmet need for reliable traction while using lightweight footwear for mountain travel. After years of imagining and prototyping solutions to this problem, Danny started Kahtoola in 1999 and launched the company's first product: the KTS Hiking Crampon.

Today, the company remains privately owned by Danny, and Kahtoola is the market leader in winter traction gear. We also build and sell other leading outdoor products and are positioned for strong growth in additional outdoor product categories. Kahtoola is a purpose-driven company that takes on social and environmental issues as an essential part of doing business, fosters strong community relationships, and inspires outdoor adventure. We love exceptional gear and getting outside, and work hard to take on business challenges together while enjoying a supportive, fun, and casual work environment.

Job Description

In this full-time role. We are seeking a highly organized and detail-oriented professional to join our team as Accounting & Purchasing Associate. This hybrid role will support both the finance and purchasing departments, ensuring accurate financial reporting and efficient purchasing processes. The ideal candidate must have a strong foundation in accounting principles, high proficiency in Excel, and exquisite attention to detail, an interest in supply chain operations, and the ability to manage multiple responsibilities in a fast-paced

environment. We are willing to train a proficient accounting-minded individual on the Purchasing responsibilities.

The ideal candidate will:

- Thrives in a dual-role environment and enjoys contributing across departments.
- Possesses a keen eye for detail and a proactive mindset when it comes to identifying and solving problems.
- Demonstrates strong interpersonal skills, especially in vendor communication and internal collaboration.
- Eager to grow within a dynamic company where flexibility, initiative, and cross-functional knowledge are highly valued.
- Embraces technology and continuous improvement and is always looking for more efficient ways to complete tasks.
- Detail-oriented and able to maintain precision while managing multiple tasks, timelines, or deadlines.
- Comfortable with mass data manipulation.
- Curious and analytical, always seeking to understand the “why” behind the numbers.
- A strong communicator who can explain financial and inventory concepts clearly to both finance and non-finance team members.
- Eager to learn and grow—open to feedback, quick to adapt, and motivated to build a long-term career in accounting.
- Able to handle confidential information with integrity and discretion.

Job Responsibilities

Accounting Functions:

- **General Ledger Maintenance:** Timely record journal entries, reconcile accounts, and ensure accuracy in financial records.
- **Accounts Payable and Receivable:** Process invoices, verify coding, manage payments, and handle collections as needed.
- **Bank Reconciliations:** Monitor daily bank transactions and perform monthly reconciliations to ensure accuracy.
- **Financial Reporting:** Assist in the preparation of monthly, quarterly, and annual financial statements in compliance with GAAP.

- **Audit Support:** Assist with internal and external audits by providing necessary documentation and explanations.
- Other duties as assigned and as needs arise.

Buyer Functions:

- **Mass Data Management:** Maintain and update large volumes of purchasing data—including vendor info, SKUs, pricing, and lead times—in Excel and ERP systems. Ensure data accuracy, standardization, and integrity across platforms.
- **Purchase Order Processing:** Request quotes from approved suppliers, place orders for materials or products, and follow up to ensure timely delivery. Maintain accurate purchasing records in ERP systems and assist with sourcing based on inventory needs and profitability goals.
- **Vendor Management:** Communicate with suppliers to manage pricing, resolve back orders or delays, and monitor delivery schedules.
- **Order & Shipment Tracking:** Track shipments, update purchase order records, and ensure documentation is complete for internal visibility.
- **International Logistics & Compliance:** Apply working knowledge of duties, tariffs, and Incoterms to support global shipping processes.
- **Inventory Management:** Conduct quality checks on incoming inventory, manage end-of-life products, and assist with cycle counts and annual inventory reconciliations.

Required Job Qualifications

Accounting & Finance Skills:

- B.S. in Accounting - A recent graduate or early-career accounting professional with a strong grasp of GAAP and a passion for accuracy.
- Proficient in accounting software (e.g., QuickBooks, Microsoft Dynamics, GP, or similar) and Microsoft Excel (formulas, pivot tables, XLOOKUPS, VBA macros).

Purchasing & Inventory Skills:

- Familiarity with purchasing practices and inventory management.
- Ability to analyze sales trends and forecast product needs.
- Vendor communication and relationship management.
- Experience tracking purchase orders, deliveries, and stock levels.
- Understanding of product margins and cost control.

Benefits

- We are proud to offer a suite of benefits that include healthcare, Simple IRA with company match, regular PTO, adventure and Flex PTO programs, paid parental leave, profit sharing, and more.