

### Finance & Sales Operations Specialist

#### Description

We are seeking a highly motivated and organized individual for a full-time position to help us tackle a growing number of accounting and sales operations tasks and transactions as we continue to grow and achieve customer success. We are a team of information management nerds that thrive on corporate culture, camaraderie, and achieving mission success for our customers. This is a virtual / remote position with growth opportunity.

#### Responsibilities

Be a finance and accounting subject matter expert working independently or as part of a team, on multiple projects simultaneously.

- Finance Operations
  - Maintain records of financial transactions by establishing accounts, posting transactions.
  - Assist with legal requirements compliance.
  - Review expense reports for accuracy, proper receipting, and business purpose.
  - Create/update customer and vendor records.
  - Maintain sales tax compliance by collecting and updating resale certificates and purchase exemption certificates.
  - Assist with monthly reconciliations.
  - Assist with year-end tax preparation.
- Sales Operations
  - Support and eventually take over an existing process for tracking and generating quotes for annual software support renewals and managing associated transactions, ensuring alignment with finance.
- Other duties as assigned

#### Profile of Successful Qualifications

- A fanatical appreciation for and commitment to data integrity, authenticity, and accuracy.
- Exceptional interpersonal communication skills.
- A commitment to customer success and satisfaction.
- Bachelor's degree in accounting, finance, information systems, or related field.
- 2-5 years' experience supporting accounting, finance or sales operations.
- MBA or CPA is a plus.
- Experience with Microsoft Teams and O365 is required. Experience with Power BI or other analytics tools is preferred.
- Experience with SaaS, managed services, government contracting, and/or channel-based businesses is preferred.
- Proven ability to work creatively and analytically in a fast-paced, agile, problem-solving environment.

#### Other Details

- Position is fully remote with the ability to travel.
- U.S. citizenship required.
- Salary range is \$40,000 - \$70,000 annually with a robust benefits package.

Interested candidates should submit resume via email to [HR@info-first.com](mailto:HR@info-first.com).