

## Accounting/Office Manager Job Description:

### **About NanoIntegris:**

NanoIntegris is the first and leading supplier of 99% pure semiconducting and metallic carbon nanotubes. Founded in 2007, NanoIntegris spun out of Professor Mark Hersam's research group at Northwestern University. NanoIntegris serves over 300 customers from around the world ranging from research universities to Fortune 500 companies. Our customers are developing next generation electronic, biomedical, and industrial technologies such as: transistors, transparent conductors, chemical sensors, drug delivery vehicles, photonic devices, saturable absorbers, bio sensors, metal composites, and polymer composites. In the last year, our customers have published papers in Nature Nanotechnology, Nano Letters, ACS Nano, Applied Physics Letters, and JACS. NanoIntegris' ability to purify carbon nanotube materials to 99% purity, and then sort nanotubes by diameter, length, and electronic type is creating new, exciting opportunities in carbon nanotube science and commercialization.

**Job Title:** Accounting/Office Manager

**Supervisor Title:** CEO

### **Statement about NanoIntegris' Culture:**

NanoIntegris is a small, fast growing nanotechnology company. The founding team has a "whatever it takes" attitude and is seeking a candidate with similar values, commitment, and work ethic. The office manager will be the "central nervous system" of the company. You will be working intimately with the CEO, CTO, and VP of Sales. You will have responsibility for running the back-office in a highly efficient manner. This is not a job for the faint of heart.

### **Objectives in this Position:**

1. Manage financial and logistical infrastructure of the company
2. Make NanoIntegris the most "customer-centric" nanotechnology company on Earth
3. Free up time for CEO, CTO, and Sales VP so they can focus on business-critical duties. You should make yourself someone the executives "couldn't live without"

### **Job Responsibilities:**

1. Book keeping
  - a. General Ledger
  - b. Accounts Receivable
  - c. Accounts Payable
  - d. Payroll

- e. Tax Forms
  - f. Prepare monthly, quarterly, annual balance sheet, income statement, cash flow statement
  - g. Prepare monthly, quarterly, annual sales report by customer type, geography, and product sales. Also track repeat rate, and other sales metrics
  - h. Interface with CPA firm
2. Office and Lab Management
- a. Order lab supplies and raw materials
  - b. Manage supplier relationships
  - c. Manage raw materials inventory
  - d. Manage finished product inventory
  - e. Do various tasks that the CEO, CTO, and Sales VP assign to you
3. Customer Service and Marketing/Sales Support
- a. Process, organize, and file customer orders
  - b. Collect, organize, store and manager customer shipping, billing, and order information
  - c. Prepare outgoing orders for shipment
  - d. Send customers invoice, tracking numbers, packing lists, etc. after shipment

## **Desired Characteristics:**

- Detail Obsessed: You will manage every detail of the company. T's crossed. I's dotted. No spelling mistakes. Every invoice calculated perfectly. Every lab supply in inventory 100% of the time.
- Flexibility: You will be running the logistics and financial infrastructure of a rapidly growing company. Expect your job description and responsibilities to change and grow regularly.
- Smile: You will be emailing and speaking with customers every day. A positive attitude and "people skills" are essential.
- Initiative and Independence: There is always something that can be done better. We need you to identify problems and create and implement solutions on your own.

## **Working Conditions:**

- You will work in an office at the Illinois Science and Technology Park (8025 Lamon Ave., Skokie, IL 60077. Monday-Friday 9am-5pm is required. Expect to be in the office between 40-50 hours per week depending on workflow.

## **Skills Required:**

- Deep expertise with accounting software (Quickbooks and others) and GAAP accounting rules.

**Experience Required:**

- 5-20 years of bookkeeping experience at between 3-5 firms.

**Education Required:**

- Bachelors in accounting or two-year associate degree with experience

**Compensation:**

Commensurate with experience

**Cover Letter Requirements:**

Answer the following questions thoughtfully and concisely in Q&A format.

1. What, in your opinion, is the role of an Accounting Manager/Office Manager?
2. When someone ends up being a poor bookkeeper/office manager, what most likely caused the problem?
3. If you have a job, why are you looking for a new one? If you don't have a job, why did your last job end?
4. Based on your experience, if you were hiring for this job, what qualities would you look for that you think most employers don't?
5. Explain what a carbon nanotube is, why our carbon nanotubes are special, and why carbon nanotubes are commercially important.
6. Tell us something interesting about yourself.

**Application Process:**

1. Forward resume and cover letter to [careers@nanointegris.com](mailto:careers@nanointegris.com) Make the subject line of your application email: "Office/Accounting Manager: Your Name: Sales Headline for Why NanoIntegris Should Hire You." Attach your resume and cover letter answers as PDF files. And also include your answers to the cover letter additionally in the body of the email (as this will be the primary selection criteria for first round interviews.) Applications that don't answer the cover letter questions and don't follow these instructions will not be considered.
2. The company will select 8-10 candidates to interview in the first round. We will be interviewing candidates from January 6-14<sup>th</sup> and expect to make a fulltime hire before February 1<sup>st</sup>.

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3. The final three candidates will go through extended final round interviews, software competence tests (Excel, Word, Powerpoint, Quickbooks and other accounting software products.)