



Senior Accountant

Who is Optera?

We build software to help the world's largest companies stop climate change. Our market-leading products provide companies with the tools and insight they need to reduce the environmental impacts of their businesses, supply chains, and products. We are backed by some of the most respected US-based venture capital firms and have a robust client list, including leading Fortune 500 companies such as Dell, Cisco, HPE, Williams-Sonoma, and Target.

What problem are we solving?

In short, Optera is the data solution to stop climate change. Major corporations are the largest source of carbon emissions. Across the globe, companies are responding to pressure to address climate change by setting goals to aggressively reduce emissions by 2050. Our software enables corporate teams to collect, manage, and analyze emissions data across their operations, supply chain, and products, all with the aim of achieving their goals and halting Climate Change.

Why work at Optera?

Our team dedicates our skills, talents, and time to make the world a more sustainable place for future generations. We have a collaborative and dynamic culture where everyone plays a critical role and has room to learn and grow. Balance between work and life is key to our success, and we provide our teammates the flexibility, space, and support to thrive personally and professionally.

Why this opportunity?

Optera is growing faster than ever and we are rapidly expanding our market leading product and services. We are looking for a Senior Accountant to ensure Optera's invoicing and payments processes run smoothly. Join us on our journey to deliver the best sustainability management software in the world.

The role and responsibilities

- Track SaaS and professional service contracts to forecast revenue and ensure invoicing occurs in a timely manner.
- Collaborate with the Services team on tracking time and materials for Professional Services contracts.
- Invoice customers and empathetically follow-up on overdue receivables.
- Manage AP process confirming invoices and making payments.
- Reconcile banking transactions and conduct transfers and wires.
- Code expenses accurately for the P&L and provide regular reporting on budget vs. actual.
- Complete accounting portions of vendor onboarding documentation for new customers.
- Process payroll and expense reimbursements for Optera employees.

- Collaborate with COO and CFO to continually improve month close process and financial reporting.
- Manage local tax requirements and collaborate with tax accounting firm to ensure they have all necessary documentation and information.
- Improve current accounting processes to streamline systems and prepare the company for further growth, potentially including selecting and implementing a SaaS-specific accounting platform.

Your qualities

- Empathetic communicator comfortable interacting with individuals at all levels of a company
- Take initiative on work and manage the process to continue moving items forward.
- Ability to think strategically about process improvements
- A lover of details and numbers
- Enjoy the dynamic environment of a growing startup

Your experience/qualifications

- Knowledge and prior use of Generally Accepted Accounting Principles (GAAP)
- Experience and a high level of comfort with Quickbooks Online
- Years of experience managing all aspects of accounting at a growing business
- Years of experience working at a SaaS company with ARR/MRR
- Proficiency in microsoft office suite and google workspace suite

Nice to have

- Experience invoicing through online platforms such as Ariba and Coupa
- Experience with a SaaS-specific accounting platform such as Chargebee, SaaSOptics, Zuora, Sage, etc.
- Degree/certificate in accounting or finance

Commitment to Diversity and Inclusion

Optera is committed to creating a diverse environment that is safe and welcoming to all. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We take this very seriously and expect that you do too.

Benefits

- Flexible work schedule and unrestricted PTO
- Health insurance including dental and vision
- Short and Long term Disability Insurance
- 12 weeks maternity/paternity leave (8 weeks paid)
- Wellness budget
- Budget for home/office workstation
- Professional development budget



- 401k with company match and ESG investment options
- Company-wide Bonus program
- Colorado Eco-pass (regional bus pass)
- Team happy hours, retreats, hikes/bike rides, yoga, and ping-pong

Location: Boulder, CO

Position: Full-time

Base Salary: \$70,000 - \$90,000

How to Apply

Please send a brief cover letter and resume to hiring-operations@opteraclimate.com with the subject line "Senior Accountant – [Your Name]."