



Smartsheet is seeking an experienced **Finance and Operations Specialist** to join our finance team. In this position, you will be responsible for responding to customer inquiries, creating revenue transactions, and generally supporting finance and operations in an increasingly complex, high-growth Software as a Service (SaaS) company. This high profile role reports to the Controller and is based in Smartsheet's corporate offices in Bellevue, WA.

Job responsibilities include:

- Responsible for revenue accounting transactions and responding to customer inquiries regarding on-line payment processing
- Creates and processes revenue transactions such as refunds, adjustments, service upgrades
- Monitors accounts receivable and performs collection calls
- Provides accounting, administration and reporting related to accounts receivable
- Maintains accounting files
- Provides accounting support to Revenue Accountant
- Provides general support to HR and Operations Coordinator, as needed
- Assists Controller as needed

Requirements:

- 1+ years relevant work experience
- Knowledge of and experience with online accounting systems preferred; experience with other accounting systems helpful
- Understanding of Generally Accepted Accounting Principles (GAAP)
- Experience with on-line payment processing preferred
- Experience with recognition of revenue from licensing of software and related services preferred
- Expert knowledge of and experience with MS Office Excel preferred
- Knowledge of and experience with MS Office and Google applications required
- Excellent written and verbal communication skills required
- Ability to be well organized and provide high-level of accuracy
- Ability to analyze problems, develop/recommend options and resolve issues
- Ability to work independently and prioritize competing tasks in a dynamic, fast-paced environment
- Ability to perform work of a confidential nature in a professional manner
- Ability to learn new software applications quickly
- Ability to provide excellent customer service via telephone and email