



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 company. This high profile role reports to the Director of Finance 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 Director of Finance as needed

**Requirements:**

- 1+ years relevant work experience
- Knowledge of and experience with Quickbooks preferred; experience with other accounting/ERP systems helpful
- Thorough 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 required
- 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