

UMBRA

Accounting and Office Assistant

Umbra Lab, Inc. (“Umbra”) is a technology company which builds next-generation space systems. Umbra is launching an unrivaled constellation of space-based radar satellites with synthetic aperture radar (SAR) capabilities, to produce all weather day-night imagery with sub-meter resolution for low cost distribution via an integrated web platform. We are a bold, experienced team of developers, engineers, product specialists, and other professionals working to aggressively expand the state-of-the-art for commercial remote sensing.

We are looking for an Accounting and Office Assistant to help maintain accounting records and to support the Operations Department with other critical tasks. The individual filling this role will report to the Vice President of Operations and collaborate with all company departments to support Umbra’s mission.

Key Responsibilities

- Help administer the Company’s accounting processes, specifically: Monitor a designated email account for payables management; enter invoices into the Company’s accounting software; save, match and upload receipts and related documentation for accounting compliance
- Support other operations functions such as facilities management and human resources, as directed by the VP of Operations, e.g., assist with receiving and shipping of materials; uphold and help strengthen policies and procedures for safety and physical security; format documents and help organize information according to company standards
- Assist with miscellaneous administrative support tasks using your unique skills

Basic Qualifications

- Five or more years of professional experience in an office environment
- Two or more years of bookkeeping experience with QuickBooks Online accounting software and basic accounting workflows
- Professional and detail oriented
- Computer savvy with Microsoft Office (Word, Excel, Powerpoint) and GSuite (Gmail, calendar, Google Docs, Sheets, and Slides)
- Good written and oral communication
- High enthusiasm, flexibility, and positive attitude
- Interest in learning and continuous improvement in industry and/or functional area(s)

Desired Qualifications

- Experience and/or coursework in accounting
- Prior exposure to accounting and financial management procedures and controls
- Experience in an aerospace or defense contractor environment, or similar environment with an emphasis on physical and IT security

Benefits

- Flexible Vacation / Paid Time Off
- Medical, Dental, Vision, 401(k)
- Stock Options

Location

- Santa Barbara, CA

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Additional Requirements

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. All persons hired will be required to be a U.S. citizen, a lawful permanent resident of the U.S., or protected individual as defined by 8 U.S.C. 1324b(a)(3), or eligible to obtain the required authorizations from the U.S. Department of State. Umbra is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply: Email resume to careers@umbralab.com