



Procurement Specialist

Umbra Lab, Inc. is a technology company in Santa Barbara, California. Umbra is looking for a talented, mission-driven professional to work closely with the Director of Operations as a Procurement Specialist. This position will focus on immediate financial practices and coordination, including financial operations and systems management, business accounting and procurement functions, financial reporting and budgeting, and internal control processes.

Candidates must be excellent communicators with demonstrated proficiency in business-level accounting and financial practices. Candidates must also be highly organized, responsive, and task-oriented. The ideal candidate is a strong team player who thrives in a collaborative setting and works well with individuals at all levels of the organization.

Key Responsibilities

Accounts Receivable / Accounts Payable: Manage procurement process and related vendor communication; generate requests for quotes and purchase orders; account for and track receivables, invoices and payments; schedule and track critical dates.

General Accounting: Establish and maintain accounting method to support pivotal business growth; perform general accounting, payment, and reconciliation functions; follow GAAP standards of accounting principles and records retention.

Financial Controls: Implement office policies and protocols to meet regulatory requirements; ensure compliance, fraud and theft prevention procedures are set up and properly implemented.

Reporting and Financial Statements: Prepare monthly financial reports and insights for budgeting, forecasting, and other decision-making process.

Payroll and Financial Controls (Liaison): Monitor and oversee payroll, benefits, and tax payments in coordination with outsourced service providers, including banks and legal professionals; ensure proper tax assessments and payments with state and federal government agencies.

Qualifications and Skills

- Associate or Undergraduate Degree in relevant field required.
- Proficiency with accounting software products such as Paychex Payroll, QuickBooks Online, QuickBooks Pro and/or other accounting software required.
- Proficiency with Microsoft and GSuite (Gmail, Google Calendar, Google Drive) required.
- Excellent business-level communication skills (both written and vocal).
- High degree of integrity and discretion.
- Highly organized and task-oriented.



Additional Requirements

To conform to U.S. Government space technology export regulations, the applicant must be a U.S. citizen, a lawful permanent resident of the U.S., 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. Learn more about ITAR here: https://www.pmdotc.state.gov/?id=ddtc_kb_article_page&sys_id=24d528fddbfc930044f9ff621f961987

Benefits

- Professional Work Environment
- Flexible Vacation
- Medical, Dental and Vision

About Umbra Lab, Inc.

Umbra Lab, Inc. is a venture-backed space company developing next-generation space systems. We are looking for mission-driven professionals to join Umbra Lab. We are building a bold, experienced team of payload developers and spacecraft systems engineers to aggressively expand the state-of-the-art for commercial remote sensing. Join our team to embark on an exciting, innovative and meaningful career. Every team member will have a significant and essential impact, and career growth is unlimited.

The industry is just beginning meteoric growth – this is a chance to change how humans and machines use data.