

## Head of Finance & Administration

### **About Superior Sensor Technology**

Superior Sensor Technology is revolutionizing the high performance, cost driven pressure sensor market by developing integrative, high-performance cost-efficient solutions for industrial, air handling and medical applications. The company's technology is based on a proprietary architecture, called NimbleSense™, that significantly improves overall sensor performance while adding proprietary application specific system features. Superior Sensor Technology was founded in 2016 and is based in Los Gatos, CA.

### **Job Description**

The Head of Finance and Administration, as a senior member of the management team, will be responsible for all aspects of the company's Finance, HR and Administrative activities. This individual must thrive in a fast-paced small company, startup culture. Essential duties and responsibilities include:

#### **Finance**

- Maintain and oversee the day-to-day financial and accounting operations of the organization, ensuring appropriate systems are in place.
- Demonstrate accounting experience, including experience with computer-based accounting software such as QuickBooks. Evaluate existing accounting system and recommend improvements if required.
- Manage organizational cash flow and forecasting. Analyze and present financial reports in an accurate and timely manner.
- Day-to-day ownership of payroll, account receivables and payables activities.

#### **Human Resources**

- Demonstrate human resources experience, including knowledge of employment law (EEO, FLSA, DOL) and related best practices.
- Oversee all personnel, employee relations, employee benefits, equal employment opportunity functions of the organization.
- Manage hiring processes (including working with external consultants) and prepare and update job descriptions, categories, salary bands and onboarding.
- Develop and update organization policies and procedures as necessary.

#### **Administration**

- Oversee all administrative functions as well as facilities to ensure efficient and consistent organizational operation.
- Supports employee travel, tradeshow planning with related expense tracking.
- Excellent verbal and written communication skills.
- Professional and tactful interpersonal skills, a good listener, with the ability to interact with a variety of personalities.
- In conjunction with the executive team, establish and monitors staff performance and development goals consistent with strategic plans.
- Maintains the organization's administrative policies and procedures manual.

#### **Personal Attributes**

- High degree of energy, integrity, confidentiality, and creativity as well as the intellectual, organizational, and personal qualities necessary to earn respect and cooperation from all stakeholders.
- An authentic leader who serves as a role model for moral and fair behavior, with a transparent approach which earns esteem and confidence from employees.
- Flexible, self-starter with excellent time management skills along with the ability to handle multiple projects simultaneously with significant attention to detail.
- Deep understanding of startup cultural requirements and a strategic thinker, who can propose long term strategies to improve organizational culture and health.

#### **Education and Experience**

- Minimum bachelor's degree in business, finance, accounting, or other appropriate discipline.
- Five or more years of relevant financial, administrative, and HR experience.

Please send your resume and cover letter to [info@superiorsensors.com](mailto:info@superiorsensors.com)