

Protecting the Vulnerable™



POSITION SPECIFICATIONS

Financial Accounting Manager
10/2/20



ABOUT OUR COMPANY

Mesa Laboratories, Inc. (Mesa) is a global technology innovator committed to solving some of the most critical quality control and analytical challenges in the pharmaceutical, healthcare, industrial safety, environmental, food and beverage industries. Mesa offers products and services through four divisions (Sterilization and Disinfection Control, Instruments, Cold Chain Monitoring and Cold Chain Packaging), which help our customers ensure product integrity, increase patient and worker safety, and improve quality of life.

Today, each of Mesa's products and services play a role in ensuring the safety and efficacy of the products we use every day. No matter if it's the environment, products or people, Mesa is committed to Protecting the Vulnerable™.

Founded in 1982, Mesa went public in 1984. After 10 years of more than 15% growth per year, the company now has revenue approaching \$100M and a market cap of approximately \$750M. Our growth is attributed to the 350+ dedicated employees who follow our customer-focused, lean-based value system, called *The Mesa Way!*. The Mesa Way! is based on four pillars that drive our work every day:

Measure what Matters: We take the customer's perspective, our "True North", both to measure what matters most to customers and to set absolute standards for performance. We manage to leading indicators, which drive us to proactively avoid problems.

Empower Teams: We move decision making as close to the customer as possible and provide the structure and real time communication forum to align the whole organization behind surpassing customer expectations.

Steadily Improve: We leverage a common and proven set of lean-based tools to prioritize our biggest opportunities, address those opportunities at root cause, and quickly implement change.

Always Learn: We ensure that improvements are sustained, enabling us to raise performance expectations and repeat the cycle of improvement. Equally, this cycle strengthens the Mesa team by providing endless learning opportunities for our employees and helps us to become an employer of choice in our communities.

Mesa Labs is located in the Denver area. [Learn on what Denver has to offer here.](#)

Position: Finance Accounting & Reporting Manager

Location of Position: Lakewood, CO
Reporting Relationship: This position reports to the Director, Financial Reporting
Job Classification: Salaried

Scope of Position: This new position is being created as a result of company growth and is an integral part of the corporate accounting function at a public company with an approachable and collaborative leadership team. Perform general accounting processes to ensure accurate and timely accounting close cycles and assist in the creation of SEC financial statements. Leverage knowledge of GAAP to assist with technical accounting research and deliver informed recommendations to management. Participate in or lead special projects as assigned.

- Essential Duties** Core duties and responsibilities include, but are not limited to, the following:
- Execution of month end close:
 - Perform month end close activities including preparing recurring and non-recurring entries related to corporate accounting functions (e.g., stock-based compensation, accruals, intangibles and goodwill, payroll-related entries, etc.)
 - Perform account reconciliations
 - Assist with intercompany elimination entries and consolidation process
 - Support financial reporting:
 - Assist in the preparation of Form 10-Qs and Form 10-Ks, including preparing face financial statements, and preparation of footnotes in compliance with GAAP and SEC reporting requirements
 - Assist in the preparation of Form 8-Ks as requested
 - Analyze account balances and communicate unusual changes via clear written and/ or verbal communication
 - Manage the preparation and review of eXtensible Business Reporting Language (XBRL)
 - Perform technical accounting research projects by gathering pertinent information from the business and researching appropriate GAAP treatment. Communicate results clearly to the business in written and/ or verbal format
 - Work with internal and external audit to provide necessary documentation and information for audits
 - Participate in or lead special projects as assigned, including projects internal to the accounting group or others that require cross-functional cooperation

Professional Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The categories listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's degree in accounting; CPA preferred
- At least 4 years of accounting experience; public accounting experience preferred
- Accounting or audit experience with a listed public company subject to SEC regulations

Skills, Knowledge and Abilities:

- Demonstrated knowledge of a wide range of GAAP and SEC topics, as well as familiarity with SOX
- Intermediate to advanced skills with Microsoft Office applications; advanced Excel skills highly preferred
- Ability to work independently, manage a variety of shifting priorities, and communicate clearly

The Mesa Way! Expectations: This position is an **Individual Leader** focused on individual accountability, teamwork, and cross-functional collaboration. Leadership by example at every level. Proactive daily management.

Pillar #1 – Measure What Matters

- **Customer Centric & Game Plan** - Demonstrates a deep understanding of customer needs based on first-hand, fact-based information/observation. Able to clearly articulate how best to address the customers' needs. Understands how work impacts customers. Dedicated to exceeding customer expectations. Seeks and uses customer information to improve products, services, and processes.
- **Critical Few** – Balance urgency and importance. Adapts to changing needs and prioritizes investment of time toward the greatest impact.
- **Clear Direction and Buy In** – Simplifies deep domain expertise, enabling broader team understanding and ability to contribute/build upon shared insights.
- **Stretch Goals That Drive Innovation** – Sets goals that stretch self and team. Balances ability to commitment time/resources with aspirations.

Pillar #2 – Empower Teams

- **Ownership at Point of Impact** – Supports team development. Constantly on the lookout for potential talent additions to the Mesa team. Create an environment of ownership by the team at the point of impact. Front line ownership and accountability both individual and team objectives.
- **Coach vs. Direct** – Understands and subscribes to goals and converts to action without step by step direction. Open minded and nimble. Vocalize and learn from mistakes as an opportunity for growth and improvement. Demonstrates concern for value of others. Listens well and is genuinely interested in win/win solutions.

The Mesa Way! Pillar #2 – Empower Teams (continued)

Expectations:

- **Fact Based Decisions** – Understand personal metrics and how they align with overall company performance and strategy. Set the example of prioritization according to the decision-making and problem-solving principles.

- **Proactive and Urgent** – Relentlessly identifies the critical few and prioritizes them. Expeditiously brings complete closure. Turns strategies/opportunities into actionable plans. Inquisitive and curious. Effectively manages personal time with business priorities.

Pillar #3 – Steadily Improve

- **Seeks a Better Way** – Proactively makes recommendations for improvement and engages fully in Daily Management. Driven by winning and success! Holds themselves accountable for results and celebrate successes Actively and effectively participates in Kaizen teams.
- **Problem Solve to Root Cause** – Balance urgency and importance. Adapts to changing needs and prioritizes investment of time toward the greatest impact. Correctly defines and scopes complex problems. Looks beyond obvious symptoms and drives to root cause using discipline and logic. Leverage A3 Thinking and problem-solving tools as an important team contributor. Be methodical and comprehensive, drive to the details for good Gemba analysis. Willingness to iterate to arrive at root cause. Don't cut corners.
- **Experiment** – Views current state as experimental; continuously seeks and shares areas of improvement. Balances planned execution with ability to communicate with valuable market feedback to management.
- **Bias for Action** – Balances fact-based decision making with learning-by-doing. Be proactive! Show comfort with experimentation to validate concepts vs. waiting for 100% certainty. Views failures as learning opportunities.

Pillar #4 – Always Learn

- **High Expectations** – Sets goals that stretch self and team. Balances ability to commitment time/resources with aspirations.
- **Transparent Two-Way Communication** – Direct and honest, presents the truth transparently and with respect. Willing to admit mistakes as an opportunity for growth and improvement. Viewed as direct, truthful, and genuine.
- **Passion for Teaching and Learning and Continuous Feedback** – Proactively seeks / provides feedback to develop self and support development of others. Actively pursues new learning opportunities.
- **Humility and Self Awareness** – Open-minded and seeks to understand. Seeks and acts on feedback: both positive and negative. Understand your impact on others. Treats others with respect.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand or sit for extended periods of time. If reasonable, requests regarding ergonomic concerns will be considered. For individuals with disabilities, accommodations may be made to perform the essential functions. Occasional lifting is required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a high volume, high energy manufacturing facility that works to meet manufacturing deadlines. An enthusiastic, positive attitude is highly encouraged and conducive to a productive successful atmosphere. Common sense judgments

and problem solving is desirable. Must have the ability to handle repetitious and tedious job functions.

A typical office environment and biological laboratory environment comprise the bulk of the work environment for this position. The noise level in the work environment is moderately quiet.

Compensation: Salary, incentive bonuses, equity and benefits will be offered commensurate with the successful candidate's experience and qualifications. Benefits include medical, dental, vision, life, accidental death and dismemberment, short term and long term disability, Paid Time Off, paid holidays, 401k retirement with company match.

Contact: Adam James Recruiting | leah@adamjames.com

How to Apply: Submit current resume/CV to leah@adamjames.com. Include the position title in the subject line.

***Mesa Labs is an Equal Employment Opportunity Employer.
Mesa Labor prohibits unlawful discrimination and harassment against applicants or employees based on age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, sexual orientation, or any other status protected by applicable state or local law.***