



ExtraHop Networks: Accounts Payable and Payroll Specialist

Do you want to solve problems instead of sitting through meetings? Do you work better as part of a small, focused team? Do you want to feel a sense of ownership in what you do and make a real impact? So do we. We are looking for individuals who love technology, appreciate elegant solutions to hard problems, and want to learn new things.

Sense of humor required...Seriously.

ExtraHop Networks is more than just the products we engineer and sell. We've built our company from the ground up with the idea of creating great jobs for great people. As a fast-paced startup, each day offers new opportunities to innovate in all areas of the company. We value quality and integrity in everything we do, from interacting with customers to developing the best technology in the industry.

We are known as innovators and have received many awards for our team and our products, including Best of Interop, Seattle Business Magazine's Innovation of the Year, and Network Product Guide's Reader's Trust for Best Products and Services, among others.

If you are an Accounts Payable and Payroll specialist who shares our philosophy, we would like to hear from you! The AP and payroll accountant works closely with the Accounting and HR teams and is responsible for processing payroll via ADP for employees based in the US (in multiple states) and the UK, processing all accounts payable and assisting with month-end closing activities in this exciting high-growth early-stage technology company. This critical position is hands-on and requires strong high-tech manufacturing knowledge.

The Opportunity

ExtraHop Networks was founded in early 2007 by engineering veterans from F5 Networks and architects of the BIG-IP v9 product. The company's award-winning ExtraHop Application Delivery Assurance system is the industry's first completely passive network appliance that provides application-level visibility with no agents, configuration, or overhead.

At ExtraHop Networks, we are focused on building a great company that delivers superior technology and solutions for our customers. We are competitive and professional and enjoy both working and playing hard. Our hiring process is rigorous and selective in nature, designed to provide a great opportunity for career advancement as well as to create a tightly knit team built on mutual respect and trust. We promise an environment where you will have an opportunity to shape your career while playing an instrumental role in building the next great systems company.

Duties and Responsibilities

- Process accounts payable transactions including coding of invoices, matching of invoices to purchase orders or receiving documentation, ensuring proper approval, accumulating source documents, and filing invoices after payments are processed
- Process employee expense reports including proper coding in the financial system and payments in the payroll system
- Prepare month-end accruals
- Prepare 1099s and maintain W-9s
- Process semi-monthly payroll in a timely and accurate manner through ADP and international payroll providers, keeping payroll in compliance with various state and local payroll regulations
- Assist employees in payroll-related inquiries and in accessing the payroll portal
- Calculate and process monthly bonus and commission accruals and payments
- Prepare 401K and FSA funding requests and process participant updates
- Reconcile payroll, 401K, FSA, and benefits payments and prepare payroll journals for posting
- Process the UK payroll data in accordance with prescribed timetables, via external service providers
- Process the P11Ds, PSA reporting, P60s, and P35s and their international equivalents
- Prepare month-end payroll-related journal entries and balance-sheet reconciliations
- Reconcile payroll-related GL expense accounts with quarterly payroll reports
- Prepare schedules and analyses for internal month-end reviews and year-end audits by the company's external auditors
- Research and assist in implementing a new ERP system and procure-to-pay module
- Assist in implementing expense management software with the goal of automating expense report processing in both financial and payroll systems
- Work on special projects as requested

Required Qualifications and Experience

- Relevant payroll and accounts payable experience in a corporate environment, with international payroll experience a plus
- High level of integrity and ethics
- Strong analytical and numerical skills with a high level of skill with Microsoft Office, especially Excel
- Exemplary attention to detail, strong organizational skills, and an ability to provide professional customer service to internal and external customers alike
- Ability to manage multiple priorities and work under tight deadlines
- Payroll processing experience with ADP required
- Solid understanding of local, state, and federal payroll regulations
- Experience with Mac OS X a plus

Physical Demands and Work Environment

Duties are performed in an office environment while sitting at a desk or computer table. Duties require the ability to utilize a computer keyboard, communicate over the telephone, and read printed material. ExtraHop Networks is an Equal Opportunity Employer.