



Alta Resource Technologies, Inc.

Staff Accountant

Location: Boulder, CO

Reports To: CFO

About Us

Alta is reinventing how the world sources critical minerals — using protein-based chemistry to extract rare earth elements and other essential materials from challenging feedstocks with unmatched selectivity. By dramatically reducing the cost and environmental impact of mineral separation, Alta is making it possible to unlock new sources of supply for 21st-century technologies. As global demand accelerates, securing these materials has become one of the most urgent challenges facing U.S. competitiveness and national security. Backed by top investors and government partners, Alta is growing fast and hiring mission-driven scientists and engineers to help us scale our platform and transform the future of mining.

Role Summary

Alta is seeking a talented Staff Accountant to join our growing finance and operations team. This role will support day-to-day financial transactions that keep the business running smoothly. This role owns invoice management, supports the procurement process, and assists with regular budget tracking. The position also provides operational support across departments – working with the R&D, engineering, and commercialization teams to ensure financial controls are in place and that spending is accurately recorded and reported.

This is an excellent opportunity for an early-career accounting professional to gain broad exposure to finance in a dynamic, science-driven and rapidly growing environment. The role requires full-time, on-site presence at our Boulder HQ and may occasionally involve off-hours work.

Key Responsibilities

Invoice Management

- Process, review, and code all incoming vendor invoices accurately and in a timely manner, ensuring proper authorization and compliance with company purchasing policies.
- Reconcile vendor statements and resolve discrepancies promptly and maintain positive working relationships with suppliers and service providers.
- Prepare timely payments and ensure all payment terms are met to avoid late fees or supply disruptions.
- Maintain organized, audit-ready invoice records in the company's accounting system.
- Support month-end close by ensuring all invoices for the period are processed and accruals are prepared for outstanding items.

Procurement Support

- Assist in the procurement process by generating purchase orders upon receipt of approved purchase requisitions, ensuring POs are accurate, appropriately authorized, and consistent with budget.
- Track open purchase orders and follow up with vendors on delivery timelines, backorders, and shipment confirmations.
- Maintain the vendor master file, including onboarding new vendors, collecting banking details, and ensuring compliance with company vendor management policies.
- Support evaluation of vendor terms, pricing, and payment conditions and flag opportunities for improved payment terms or cost savings to the finance manager
- Coordinate with the lab and operations teams to ensure procurement requests are submitted through proper channels and that spending is aligned with approved budgets.

Budget Management

- Assist in maintaining routine budget tracking across departmental cost centers, flagging variances from plan to the relevant budget owner and finance manager.
- Prepare and distribute regular budget-vs-actual reports for R&D, operations, and general & administrative functions, supporting department heads in understanding their spending position.
- Maintain and update budget tracking spreadsheets and dashboards on a real-time basis, ensuring data accuracy and completeness.
- Assist in the monthly financial close process, including account reconciliations, and journal entries.
- Help maintain the chart of accounts and ensure transactions are coded consistently.
- Support the preparation of materials for management reporting, board updates, and investor reporting as directed by the Controller or CFO.

Operational Support

- Serve as a financial liaison for the lab and operations teams — helping staff understand procurement procedures, expense policies, and reimbursement processes.
 - Process and reconcile employee expense reports, ensuring compliance with the company's travel and expense policy and supporting timely reimbursement.
 - Assist with credit card program administration.
 - Support the tracking of capital equipment purchases, asset tagging, and maintenance of the fixed asset register.
 - Contribute to the development and documentation of financial policies, procedures, and internal controls as the company scales.
 - Provide ad hoc financial analysis and administrative support to the finance team and cross-functional partners as needed.
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Required Qualifications

- Bachelor's degree in Accounting.
 - 1–3 years of accounting experience. Recent graduates with strong internship or co-op experience are encouraged to apply.
 - Working knowledge of accounts payable, procurement, and general ledger processes.
 - Proficiency in Microsoft Excel, including the ability to build and maintain budget tracking spreadsheets.
 - Familiarity with accounting software (QuickBooks, NetSuite, Sage, or similar).
 - Strong attention to detail and a commitment to accuracy in all financial work
 - Organized, self-motivated, and able to manage multiple tasks and deadlines in a fast-moving environment.
 - Clear written and verbal communication skills. Comfortable working across departments with non-finance stakeholders
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Preferred Qualifications

- Experience in a startup, research-intensive, or laboratory environment.
 - Exposure to grant accounting or government-funded research programs.
 - Familiarity with purchase order systems and three-way matching processes.
 - Experience with expense management platforms.
 - Interest in minerals, mining, clean energy, or materials technology sectors.
 - Progress toward CPA or other professional accounting qualification is viewed favorably.
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Compensation & Benefits

The starting pay range for this position is \$80-90k, commensurate with educational background and work experience.

Benefits include:

- 401(K)
 - Medical, Dental, Vision plans (or equivalent)
 - Flexible Time Off
 - Paid Parental Leave
 - Paid Sick Leave
 - Company Holidays
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EOE

At Alta, we are committed to diversity and inclusion. As an equal opportunity employer, all qualified candidates will be considered for employment without regard to race, color, creed, religion, age, sex or gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity or gender expression, sexual orientation, marital status, national origin, ancestry, citizenship status, military service or veteran status, physical or mental disability, or any other legally protected characteristic. Alta participates in e-Verify for all positions.

If you have a disability or special need that requires accommodation at any point in the hiring process, please let your recruiter know.

How to Apply

To apply, please email your resume and a cover letter (see below) to talent@altatech.io. Include your name and the job title in the subject line (i.e., [Your Name] – [Job Title]).

All applications **must include** a one-page cover letter. The cover letter should clearly state your interest in the position and our company, outline 2–3 specific technical skills or accomplishments relevant to the role, and demonstrate how your experience aligns with our mission and technology platform. We expect concrete examples that illustrate measurable impact and collaborative problem-solving in technology development. Applications submitted without a cover letter will not be considered.