



NTH CYCLE

Accounting Operations Manager

Who we are.

Demand for critical minerals to power the energy transition is growing exponentially. Yet, we know mining deeper and broader, and building landfills higher and wider, works against our fight to save the planet. At Nth Cycle, we see the path forward. We believe all the critical minerals needed for the energy transition are already in circulation today. We just didn't have a clean, profitable way of retrieving them, until now.

Nth Cycle is a metal processing technology company. Our electro-extraction technology helps battery recyclers and miners capture more critical minerals—for use in lithium-ion battery manufacturing, among other things—while dramatically reducing costs and emissions. We are the heart of metals processing; we are the crucial step that profitably separates critical minerals from other elements, transforming them into production-grade feedstocks for the energy transition.

We recently closed a \$12.5M Series A funding, won second place at TechCrunch Disrupt, and just moved into a new 1,200 sq. ft facility outside Boston.

Our Culture.

You won't find another team like ours. We believe in open, honest communication, and enjoying our work while changing the world. We work quickly but with intention—we've scaled our technology in size 100x in the past year. We're mission-oriented and think big—we're focused on reducing *gigatons* CO2 emissions from the atmosphere by 2050. And we value the perspectives and opinions of our colleagues while pushing each other to excel.

We're a dynamic team looking for a new team member who's also passionate about addressing climate change and advancing the clean energy industry. Consistent with our commitment to diversity & inclusion, we value colleagues with the ability to work on diverse teams and with a diverse range of people.

If this is you, keep reading.



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Position description.

Nth Cycle is looking for an Accounting Operations Manager who will partner closely with all teams across our growing organization to help us redefine the critical mineral supply chain with our innovative Electro-extraction technology. This role will report directly to the CFO and be the transactional engine of the company.

You will report directly to the CFO to run the transactional engine behind our business, overseeing accounts payable and payroll. This position will manage processing of payments to vendors, with a focus on building robustness in terms of efficiency, controls, and compliance.

Key responsibilities and accountabilities.

- Manage day-to-day transaction processing of all accounts payable.
- Maintain records for all payments.
- Help the office manager, supply chain and human resource teams create, implement, and maintain processes for internal controls
- Responsible for ensuring proper approvals, data management, and transaction coding
- Work closely with external accounting team to manage monthly accounting close and all reporting requirements
- Support FP&A efforts and other management needs
- Consistently embody Nth Cycle's company values
- Act with the employee and vendor experience top of mind, continuously seeking feedback, inefficiencies, and maintaining business relationships based on trust and respect



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Qualifications and experience.

Qualified candidates will possess a strong combination of the following:

- Bachelor's degree in Business Administration or Economics preferred
- Minimum 3 years accounting experience with exposure to accounts payable
- Experience with high-volume A/P transaction environment
- Strong attention to detail
- Experience with Microsoft Office, particularly Microsoft Excel
- Ability to keep organized and demonstrate flexibility in a fast-paced, startup company environment

Closing Statement.

Consistent with our commitment to diversity & inclusion, we value people with the ability to work on diverse teams and with a diverse range of people. We especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ+ people, veterans, and people with disabilities.

We know the right candidate might not check every box in this job description. You could also have important skills we haven't thought of. If you think you're a great candidate for this role, apply and tell us why. To apply, send us a resume and a few sentences about why you are interested in this position and what you bring to the table. We're looking forward to hearing from you.

Come help us build a billion-dollar company and redefine the critical minerals supply chain.

Apply Today!

Please send your resume and cover letter to careers@nthcycle.com