

Bookkeeper/Administrative Assistant

Summary:

This dynamic role involves bookkeeping as well as a variety of administrative and project management responsibilities. The ideal candidate will need a solid understanding of basic accounting principles and be able to thrive in a fast-paced environment.

Workplace Environment:

- Office setting - ~95%.
- Warehouse setting with equipment, dust, loud noises - ~5%.
- Location(s): NE Portland and Tualatin and may become more flexible after training.

Skills Required:

- Present a positive and professional image.
- Ensure that deadlines are met or exceeded.
- Ability to adapt to a dynamic business environment.
- Able to work with discretion and confidentiality with sensitive information.
- Demonstrate excellent written and oral communication.
- Provide exceptional customer service while working in the best interests of the organization.
- Be a self-starter who enjoys learning, has attention to detail, and the ability to work well in a team or independently.
- Technology Proficient

Responsibilities:

- Accurately maintain financial records including financial statements and prepare monthly financial statements.
- Record payroll journal entries and analyze and approve payroll
- Assist with tracking capital assets.
- Manage credit cards, prepare reconciliations, financial statements, and subcontractor 1099s.
- Provide guidance on coding and expense allocation.
- Monitor bank account balances, perform internal company transfers, process tax-related payments, wire/ACH payments, and resolve payment exceptions.
- Support for closing the fiscal year and tax preparation, assist in preparing documents for external auditors.
- Gather financial data as needed by manager
- Assist staff with technology; equipment and software
- Assist with projects and tasks as needed

Education and Experience:

- At least 2 years of experience in Accounting and Bookkeeping.
- Bachelor's Degree preferred.
- QuickBooks proficiency preferred.
- Strong working knowledge of Microsoft Office (Word, Excel, PowerPoint) and Google suite.
- Experience with financial reporting/management software.
- Technology-savvy.