Accountant/Client Services Manager

The Watershed Company is looking for an experienced individual who will be responsible for supporting senior accounting staff in the day-to-day financial functions including, but not limited to, once/month payroll, monthly account payables and receivables, banking, monthly invoice processing, financial reporting, tax filing assistance, budget and forecasts preparation, development of internal control policies and procedures, as well as support of HR, operations, and minor administrative tasks.

THIS POSITION:

This position requires the selected candidate work in our Kirkland office in order to collaborate effectively with multiple team members on a daily basis. Consideration for the current health requirements and governor’s orders will be made. Some work at home time can be accommodated, but appropriately distanced in-office coordination will be necessary, especially during the employee training and initiation period.

TYPICAL DUTIES:

• Support management of all accounting operations including billing, A/R, A/P, GL Cost Accounting, Inventory Accounting and Revenue Recognition
• Share payroll duties with senior accountant (carry out payroll once per month each)
• Assist in HR, including recruiting – place ads, new hire paperwork, create employee file and provide office procedure orientation, maintain accurate sick and vacation time accounts for staff
• Maintain Employee Handbook
• Ensure office compliance of the purchasing process and approval of purchases, including job related cost management
• Support and maintain new vendor information and requests: Insurance, Agreement, and W9
• Support relationship-based AR collection efforts and provide guidance with specific client needs
• Support efforts of client invoicing
• Support month-end and year-end close processes
• Ensure quality control over financial transactions and financial reporting
• Manage and comply with local, state, and federal government reporting requirements
• Support the preparation and processing of monthly, quarterly, and annual tax filings
• Support accurate reconciliation of bank and credit card accounts on a monthly basis
• Manage process for receipt matching to ensure audit compliance
• Review, prepare and print all annual 1099’s and 1096 for contract vendors
• Assist in renewals for business insurance coverage, including auto, medical and liability
• Assist with all vehicle, mileage, and document files
• Act as future replacement for lead accountant
• Develop and document business processes and accounting policies to maintain and strengthen internal controls
• Additional finance management and controller duties as necessary
SKILLS AND EXPERIENCE:

- Excellent accounting software user and administration skills, experience with Ajera or Deltek consulting firm accounting software highly desired
- 2+ years of overall combined accounting and finance experience
- Degree in Accounting preferred
- Working knowledge of accounting principles and procedures
- Experience with creating financial statements
- Experience with general ledger functions and the month-end/year end close process
- Ability to organize multi-project information and responsibilities
- Competency with Microsoft Office software is required including document preparation
- Excellent verbal and written communication skills
- Aptitude to perform with fast paced demands and high challenges
- Self-Motivated and Self-Directed
- Detail oriented

OUR BENEFITS PACKAGE AND WHAT WE OFFER:

- Opportunity for firm equity ownership
- Medical/Dental/Vision insurance
- PTO (Vacation/Sick Leave)
- Paid Holidays
- Retirement 401K with 4% employer contribution
- 401K profit sharing
- Semi and annual bonus program
- Continuing education program
- Positive culture and professional environment
- Talented and diversely disciplined team
- Solid reputation in the environmental industry

COMPENSATION:

- Salary rang $60,000 - $80,000 DOE

The Watershed Company is committed to providing a diverse and inclusive workplace where all employees are valued and respected. Individuals of all cultures, communities, abilities, and backgrounds are encouraged to apply. Send cover letter and resume to Jobs@watershedco.com. Please include the words “Accountant/Client Services Manager” in the subject line.