



Job Title: Accounting Assistant

Based at: 4EA Building Science, Seattle, WA or Vancouver, BC [hybrid position]

Reports to: Sarah Joliveau, Office & Accounting Manager

Job Purpose: Provide accounting and administrative support.

4EA Building Science is a dynamic, employee-owned firm consisting of a team of consultants who specialize in building science and the building enclosure. We work on buildings of all sizes and types, providing design phase and construction phase services.

We are seeking an **Accounting Assistant** to provide accounting and administrative support as part of our administrative team. This is currently a hybrid position and is a great opportunity to join our growing team and contribute to our growth (and yours) by utilizing your accounting and administrative experience in an upbeat workspace. We cultivate a supportive and collaborative environment to help your professional development flourish, because we believe that individual growth benefits the entire team.

Ideally, you excel at taking the lead in your day-to-day tasks but are also flexible when different needs and priorities arise throughout the day. You can work independently but also enjoy collaborating regularly with the team.

Position Description

Accounting (70%)

- Full-cycle accounts receivable, including depositing checks, applying payments, reviewing aging reports, and making collections efforts
- Assist with full-cycle accounts payable, including processing vendor invoices, reconciling vendor statements, and monthly check runs
- Payroll preparation and processing through 3rd party vendors
- Monthly project billings, including creating billing review reports, generating invoices for project manager review, and sending invoices to clients
- Bank and account reconciliations
- Miscellaneous general accounting duties

Financial Management (20%)

- Assist in producing and tracking business budgets for entire business and our three separate offices.
- With support from in-house accounting manager and third-party business accountants, produce regular quarterly financial reporting to assist in revenue, cost, and profit analysis for business planning efforts.

Operational Improvement (10%)

- Assist or lead internal groups working on operational improvement goals by tracking deadlines, scheduling, keeping minutes, helping organize the process, and helping prepare deliverables for senior review.



Qualifications

- College degree in accounting, business, or related field
- Minimum of 3-5 years' experience in a business setting providing accounting related tasks
- Proficient experience with Microsoft Excel and the general Office suite
- Exposure to, experience with, or proficiency with Deltek software

Personal qualities/competencies

- Highly organized, detailed-oriented, and able to protect confidential information
- Ability to analyze problems, develop and recommend solutions, and revolve issues
- Able to perform effectively both independently and as a team member
- Good written and spoken communication skills
- Ability to organize and prioritize a myriad of tasks

We are happy to offer competitive compensation (\$18 - \$26 per hour; DOE) and benefits to the right candidate.

Apply by sending cover letter and resume to careers@team4ea.com. We thank all applicants, however only those selected for an interview will be contacted.