Accounting Coordinator

Position Title: Accounting Coordinator

Osborn Consulting, Inc. (OCI) is a full-service civil engineering firm that focuses on water resources, utilities, and environmental services, including engineering, modeling, and analysis for transportation, development, restoration, and mitigation projects. We supply a full range of services to a broad cross section of clients, including government agencies, tribal districts, neighborhood groups, and developers.

We are looking to add a full-time **Accounting Coordinator** to our team. This position is an excellent career opportunity for the right individual who desires to make an impact in a privately-held, small business. At OCI, we believe our success stems from each and every individual employee.

The successful candidate must be well-organized, thorough, and trustworthy, with excellent verbal and writing skills, and the ability to multi-task. Following are general responsibilities for the position:

Responsibilities:

- Ensure all work is completed on time with a high level of attention to detail and accuracy.
- Process and track accounts payable.
- Reconcile financial discrepancies.
- Submit all bookkeeping records to the CEO/supervisor for review.
- Comply with all federal, state and local regulations.
- Process and file company quarterly taxes.
- Develop procedures to streamline the accounting process.
- Provide administrative support to Office Manager as needed.
- Assist other departments as needed.

Minimum Requirements:

- Bachelor's Degree in Accounting or related field.
- 2-5 years accounting/bookkeeping experience.
- Must possess strong knowledge of Axium Ajera or similar A/E accounting software such as Deltek Vision.
- Proficiency in computer skills and Microsoft programs with emphasis on Microsoft Word, Excel and Outlook.
- Organized and able to file all paperwork according to procedure.
- Experience handling accounts payable.
- Knowledge of accounts receivable for possible future assignments.
- Ability to write reports showing company profits and losses.
- Able to thrive and make an impact in a small office environment: assertive, resourceful and a problem solver.
- Ability to adapt to changing priorities and project deadlines, multi task and prioritize.
- Experience working in the A/E/C industry a plus.
- Excellent verbal and written skills.
- Experienced in Adobe Acrobat preferred.

Key Competencies:

- Outstanding interpersonal skills and the ability to work independently and in a team.

- Attention to Detail - Thorough and quality-oriented with the ability to develop high quality work product within required deadlines and with limited oversight.
- Personal Responsibility - Self-starter, willing to interact as part of a team, and take independent initiative. Works proactively in solving problems; makes self available and takes action beyond normal responsibilities.
- Professionalism - High degree of integrity, reliability, diplomacy, and flexibility.
- Effective Communication - Clearly conveys information; excellent oral and written communication skills (composition, proofreading, and spelling).
- Analytical Skills - Ability to problem-solve by conducting independent research and follow through to identify and track down missing information; and to critically think through a problem from different vantage points and reach appropriate conclusions.
- Energy and Enthusiasm - Consistently maintains high levels of activity and productivity.

OCI offers competitive pay, medical and dental insurance for the employee, 401K plan with company matching, vacation/sick/holiday pay, fully subsidized "Good to Go" pass, and profit sharing. We are conveniently located in downtown Bellevue, 6 blocks north of the Bellevue Library. Work Hours are generally Monday through Friday, 8AM to 5PM, but for the right candidate are willing to consider a flex schedule.

If you are interested in this position, please email your **cover letter** and resume to info@osbornconsulting.com. Please include in your cover letter a thoughtful explanation of why you think you are a good candidate for this position. ***Responses without a cover letter will NOT be considered.***

No calls, please. We will contact you if we desire to arrange an interview with you. Thank you.