

## 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. The 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.
- Full charge financial accounting, including Accounts Payable.
- In-house payroll processing.
- Liaison with third-party administrator for 401k processing.
- Benefits Administration for employee benefits and H.S.A.
- Bank reconciliation.
- Submission of financial records to the CEO/CFO for review.
- Prepare and file Federal and State quarterly and annual payroll tax returns.
- Prepare and file monthly Business & Occupational Tax Returns.
- Fixed asset tracking, monthly depreciation entries, and month end close.
- Develop procedures to streamline the accounting process.
- Assist Project Controls Coordinator with Accounts Receivable and project billing as needed.

#### ***Minimum Requirements:***

- Bachelor's Degree in Accounting or related field.
- 2-5 years accounting/bookkeeping experience, preferably working in the Architectural/Engineering/Construction (A/E/C) industry.
- Strong knowledge of and experience using integrated accounting software, Deltek Ajera, or similar A/E/C accounting software preferred.
- Proficiency in computer skills and Microsoft programs with emphasis on Microsoft Word, Excel, and Outlook.
- Highly organized, with strong time management skills.
- 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, multitask, and prioritize.
- 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 with H.S.A. option, LTD and STD insurance, 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](mailto: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.