

# SUMMIT WEST

ENVIRONMENTAL CONSULTING

PO Box 1499, Bend OR 97709

## Accounting Support and Bookkeeper Job Description

<b>About SummitWest</b>	<p>SummitWest is proud to be home to an energetic team of environmental specialists dedicated to wildlife, ecology, and natural resource management. We invest deeply in our team's career development, empowering staff to create systems, find solutions and flourish as professionals. At SummitWest, we provide the comprehensive environmental consulting services needed to preserve, restore, and develop our landscapes and natural resources</p>
<b>Why Work with Us?</b>	<p>Come join our fun, growing team and help us reach our mission of making the world a better place!</p> <p>As your employer, we are not only going to help you reach your career-goals, but we will also make sure you are attaining a healthy balance with your work. As an employee-driven company, we uplift our staff through:</p> <ul style="list-style-type: none"><li>• In-depth mentorship programs and training opportunities</li><li>• Support from full-time schedulers, project coordinators, &amp; POC</li><li>• 401k Match &amp; Health Benefits and flexible schedules</li><li>• Career growth opportunities</li></ul> <p>We believe in Diversity, Equity, and Inclusion. Our hiring process and management style are based on these principles.</p>
<b>About the Role</b>	<p>SummitWest is seeking an organized, meticulous, and capable employee to work as an Accounting Support and Bookkeeper. This role will function in support of SummitWest Accounts Payable and Accounts Receivable and will require a combination of accounting, financial data entry, and related administrative paperwork. This role is multi-faceted and involves performing numerous duties simultaneously, working in an office environment, meeting multiple strict deadlines and collaborating with others.</p> <p>The primary role will be in assisting with client invoices, bookkeeping in QuickBooks, keeping track of and proper filing of receipts from employees, payroll hours and totals. This role is integral to the function of the SummitWest office team, and must be met with professionalism, punctuality, and enthusiasm.</p>
<b>Responsibilities</b>	<p><b>Accounting:</b></p> <ul style="list-style-type: none"><li>• Assist with invoices; compare staff entries to invoice data; invoice data entry; invoice final QC (compare invoices to Clockify reports and totals)</li><li>• Assist the Operations Manager with reviewing time entries in employee billing software (Clockify)</li><li>• Monitor budgets and pay bills Generate invoices for the Operations Manager to QC</li></ul>

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	<ul style="list-style-type: none"><li>• File receipts from employees</li><li>• Ensure all staff submit receipts as required and label them appropriately</li></ul> <p><b>Administrative:</b></p> <ul style="list-style-type: none"><li>• Keep Google Drive documents up to date and organized</li><li>• File paperwork</li><li>• Label digital files according to the SummitWest schema</li><li>• Data entry and systems management</li><li>• Payroll processing</li></ul>
<b>SummitWest Culture</b>	<p>The Accounting Support and Bookkeeper should understand SummitWest's company culture and lead-by-example, promoting SummitWest's policy of Diversity, Equity, and Inclusion, and encouraging the "SummitWest 5 Behaviors".</p> <ol style="list-style-type: none"><li>1. Be accountable</li><li>2. Be proactive</li><li>3. Be helpful</li><li>4. Be solutions-oriented</li><li>5. Communicate</li></ol> <p>The Accounting Support and Bookkeeper's attitude and personality are integral to the function of the SummitWest team, and the role will be met with professionalism, punctuality, and enthusiasm. The Accounting Support and Bookkeeper will be a pro-active, self-directed team player who uplifts others through support and who thrives in a dynamic and challenging work environment.</p>
<b>Qualifications / Job Requirements</b>	<ul style="list-style-type: none"><li>• Accounting Clerk's Certificate, Associates Degree, or Bachelors Degree in progress, preferred in Accounting or Business</li><li>• Preferred 1+ year of experience in administration or management</li><li>• Preferred 1+ year of Payroll Processing experience</li><li>• Strongly proficient in computer software including Excel, MS word, Google Sheets, Dropbox, QuickBooks</li><li>• Solid time management and follow-through skills, with the ability to simultaneously work on and manage multiple tasks/projects with tight deadlines.</li><li>• Self-motivated; strong initiative</li><li>• Must carry valid vehicle insurance and be able to commute to/from the work location</li><li>• Must be authorized to work in the U.S. without company sponsorship.</li><li>• Must obtain clearance through SummitWest background check (upon employment).</li><li>• Must show commitment to SummitWest's equity and diversity promise</li></ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"><li>• Must be able to be on the phone/communicate with staff throughout the day</li></ul>

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	<ul style="list-style-type: none"><li>• Must be able to work remotely or in a collaborative environment and report to the office</li><li>• Willingness to travel for work as-needed</li></ul>
<b>How to Apply</b>	Interested applicants should submit a resume and brief cover letter detailing your interest, qualifications, three references including at least one direct supervisor, and any special considerations or compensation expectations. All submissions should go to <a href="mailto:recruitment@summitwestenv.com">recruitment@summitwestenv.com</a> .
<b>Compensation</b>	\$23-\$30/hr, depending on skills and experience.
<b>Benefits</b>	<ul style="list-style-type: none"><li>• May be eligible for 401(k) with Matching Contribution</li><li>• May be eligible for Health Insurance (Medical, Dental, and Vision)</li><li>• Flexible Schedules</li><li>• Opportunities for Remote and Office Work</li><li>• Career Development and Promotion Opportunities</li></ul>
<b>Location</b>	Bend, Oregon
<b>Terms</b>	Full-time, Hourly, Non-Exempt

I hereby acknowledge I have read and understand the above Job Description. This Job Description is representative of the duties and qualifications of this position. I understand that the Company reserves the right to change, add or remove duties and responsibilities for this position from time to time and any such modifications may be made at the Company's sole discretion. I acknowledge that I can perform the essential functions of this position with or without accommodation. I further agree that if I am not able to perform the essential functions of this position, or require an accommodation to perform the essential functions of this position, I will notify the Company immediately.

*I understand that my receipt and signing of acknowledging receipt of this Job Description does not imply nor create a promise or contract of employment of any kind, and that my employment is at-will meaning I can terminate my employment with the Company at any time, with or without notice and for any reason, and the Company also has the same right to terminate my employment at any time, with or without notice and for any reason, with or without cause.*

<b>Employee Name</b>	<b>Employee Signature</b>	<b>Date</b>
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<b>Manager Name</b>	<b>Manager Signature</b>	<b>Date</b>
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