

Updated: December 2011

## Bookkeeper/Office Coordinator

O'Brien & Company, a nationally recognized leader in sustainability and green building consulting, is seeking an experienced Bookkeeper and Office Coordinator.

### **The successful candidate will possess the following:**

- Bachelor's Degree, preferably in accounting or related field
- Minimum 4 years recent full charge bookkeeping experience, preferably in architecture, engineering or construction related industry
- Superb organizational skills and a high level of efficiency
- Extensive experience using Quickbooks Pro and Microsoft Office
- Excellent communication skills for working with clients, vendors and staff
- High ethical standards
- The ability to think critically and work independently
- Commitment to sustainability and O'Brien & Company's mission

## Responsibilities

### Business Bookkeeping

- Accounts Payable – enter invoices, print and mail checks, scan and file invoices
- Account Receivable – print and mail invoices, enter client payments, prepare bank deposits
- Bank and Credit Card Reconciliations – reconcile monthly statements
- Payroll – prepare bi-weekly payroll for direct deposit
- Benefits – assist with the management of staff benefits
- Taxes – file all monthly and quarterly tax returns, including payroll, and excise for state and local
- Cash Flow – keep projections updated
- General Ledger – enter adjusting entries as needed
- Reconcile petty cash

### Office Coordination

- Maintain business licenses
- Act as main contact with property management regarding office space, and for phone, internet and printing accounts
- Routine maintenance of office equipment
- Maintain office and kitchen supplies - ordering, stocking
- Manage resource calendars
- Sort mail and incoming faxes as needed, maintain postage
- Maintain contact information in Outlook – enter and code for team and marketing use
- Front desk support
- Emergency preparation for staff



### Assistance for Principals

- Schedule coordinating
- Assist with arranging travel plans
- Monitor voicemail when out of office
- Clerical assistance, as needed

### Benefits and Job details:

- 32 hours per week, starting immediately
- Work schedule is flexible but requires 4 days in office
- Flexible, supportive work environment in a LEED Gold historic building office
- Health insurance
- Paid time off
- Company paid bus pass
- Generous company contributions to 401K after 1 year
- Employee paid dental and Aflac insurance
- Background check and fingerprinting required

### To apply

Send a cover letter and resume to Donna Trost at [donna@obrienandco.com](mailto:donna@obrienandco.com) by January 10<sup>th</sup>, 2012.

#### *Equal Opportunity Statement:*

*O'Brien & Company strives to create an inclusive, co-operative workplace. No employee of the company will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, gender, national origin, ancestry, age, sexual preference, veteran status or any physical or mental handicap. This policy applies to all employment practices and personnel actions.*