



BOOKKEEPER

Cascadia Consulting Group, Inc.

Seattle, Washington

www.cascadiaconsulting.com

Cascadia Consulting Group is a women-owned, private consulting firm that develops and implements innovative solutions to today's environmental challenges. Founded in 1993, Cascadia works with public and private-sector clients to advance sustainability through recycling and materials management, climate change mitigation and adaptation, energy efficiency, and water and natural resources management. The Cascadia team brings both expertise and creative thinking to research and analysis, strategic planning, program design and implementation, and outreach and evaluation. From our offices in Seattle, Oakland, and Austin, we serve clients across the country and abroad. Our mission is to inspire and empower communities everywhere to protect and restore our world.

Cascadia aspires to be a multicultural organization and seeks to hire individuals who contribute to our cultural fluency. We value employees who are aware of their own cultural lens, along with the impact it has on their interactions and work, and who can effectively connect across culture and difference, including race, class, gender identity, sexual orientation, and physical ability. Additionally, we hire individuals who value a collaborative, fast-paced work environment, who think creatively and communicate effectively, and who work hard to get the job done well. Consulting is about taking initiative, solving problems, and serving clients, so we seek staff members with skills in those areas.

Position Overview

Cascadia is currently seeking a Bookkeeper for its headquarters in Seattle to support companywide accounting operations. This position could be either full- or part-time, depending upon candidate experience and business needs. The person in this role will be a motivated individual responsible for the bookkeeping functions of the organization (including project billing and reporting, receivables, payables, and the general ledger) and supporting the Director of Finance with all facets of the company's financial reporting. Primary job responsibilities include the following:

- Accurately setup and maintain billable projects in Cascadia's accounting system.
- Prepare and finalize monthly client invoices that accurately reflect contract billing terms.
- Process accounts payable and ensure project costs are recorded properly.
- Process employee expense reports and maintain system of backup documentation.
- Assist with the preparation of vendor payments via ACH disbursements and manual checks.
- Monitor accounts receivable and carry out soft A/R collections, such as email reminders to project managers related to non-payment or payment discrepancies.
- Prepare and submit monthly B&O tax remittances to municipal taxing authorities.
- Prepare monthly bank reconciliations.
- Calculate and process month-end accruals.
- Reconcile monthly credit card statements.
- Prepare bank deposits as needed.
- Maintain system of files consistent with company standards.
- Assist in the ongoing submission of business license filings.
- Respond to inquiries from clients, vendors, and Cascadia employees.
- Provide support to Cascadia's corporate team.
- Participate in special projects and initiatives as needed.

- Other duties as required and assigned.

Required Qualifications

- Bachelor's degree in accounting, finance, or related field is preferred.
- 3-5 years of progressive general/project accounting experience.
- Exceptional analytical and problem-solving abilities.
- Attention to detail, accuracy, and persistence.
- Proficiency with Microsoft Excel and Outlook; experience with Deltek Vision a plus.
- An understanding of accounting systems, controls, and protocols in a corporate environment.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to shift between working independently with minimal supervision, to a highly collaborative manner depending on the situation.
- Ability to use independent judgment to handle multiple priorities and resolve issues.

Other highly desirable attributes include:

- Be a highly motivated self-starter who is organized, efficient, dependable, and a collaborative team player.
- Have a demonstrated ability to handle multiple tasks simultaneously and thrive in a flexible, fast-paced work environment.

Compensation and Benefits

Cascadia provides opportunities for flexible employee work schedules. This position could be either full- or part-time, depending upon candidate experience and business needs. Salary is commensurate with experience. We offer a generous benefit package, including health insurance for employees at or above 60% FTE, 401(k) with an employer match, life insurance, long-term disability, transportation subsidies, flexible spending accounts, and paid time off.

How to Apply

To apply, please send resume and cover letter to jobs@cascadiaconsulting.com and indicate "Bookkeeper - [Your Name]" in the subject line. Cover letters should address your ability to meet the job responsibilities in the *Required Qualifications* section and highlight relevant experience, education, and why you are interested in this position. **Please state where you learned about the position.** Review of materials is ongoing and will continue until the position is filled.