



ACCOUNTING ASSOCIATE

Cascadia Consulting Group, Inc.

Seattle (WA) or Oakland (CA)

www.cascadiaconsulting.com

Firm Overview

Cascadia Consulting Group is a women-owned, private environmental consulting firm with 29 years of experience developing and implementing innovative solutions to today's environmental challenges. Cascadia works with public and private-sector clients to advance sustainability through recycling and materials management, climate change mitigation and adaptation, energy efficiency, pollution prevention, transportation demand management, and water and natural resources management. The Cascadia team brings both established expertise and creative thinking to research and analysis, strategic planning, program design and implementation, outreach, social marketing and behavior change, and evaluation roles. From our offices in Oakland (CA), Seattle (WA), Philadelphia (PA), and Charleston (SC), we serve clients across the country.

At Cascadia, we strive to create an equitable and inclusive environment at all levels of the organization. Having staff and partnerships that reflect the diverse communities we serve empowers us to shape innovative and effective solutions together with those most impacted by social, human, and environmental health challenges.

Position Overview

Cascadia is currently seeking an Accounting Associate based in Seattle, WA or Oakland, CA to support its growing accounting and finance operations. The person in this role will be a motivated individual that will lead, execute, and innovate the routine functions of the project accounting process (project setup, client billings, rate setting, and contractual reporting requirements) and support the Director of Finance with other facets of the company's accounting needs. The successful candidate will be humble, diplomatic, self-motivated, detail-oriented, and have both the empathy and self-awareness to be a contributing member of a team in superb rapport with their colleagues. Examples of job duties may include:

- Lead the project setup process and ensure contractual terms are properly reflected in the accounting system for invoicing.
- Support monthly invoicing of both deliverables-based and time & materials projects in collaboration with project managers.
- Track billing trends, identify anomalies, and implement corrective courses of action.
- Respond to client documentation requests (e.g., billing rate support, invoicing coversheets, new vendor setup forms, portal registrations, etc.)
- Track business licensure reporting requirements for all state and local jurisdictions in which we work.
- Interface with clients and vendors to manage receivables and payables.
- Assist in the preparation of regulatory filings and reports.
- Prepare and file monthly, quarterly, and annual B&O tax filings.
- Calculate and process month-end accruals.
- Prepare ad hoc reports in support of clients and project managers.
- Refine existing financial processes to improve efficiency.

This position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to adjust the work identified or assigned.

Required Qualifications

- 3+ years of relevant professional experience in an accounting-related position and an Associate's or Bachelor's degree in Accounting, Business, Finance, or a similar field.
- Demonstrated experience managing the billing of 100+ active contracts.
- Experience working for a project-based professional services firm.
- Experience with using ERP systems, Deltek Vision a plus.
- Knowledge and practical application of accounting principles.
- Excellent verbal and written communication skills that are grammatically correct, clear, and respectful.
- Demonstrated attention to detail.
- Experience delivering excellent customer service.
- The ability to work independently and collaboratively on a team.
- Proficiency with Microsoft Office Suite.

The successful candidate will have many of the above qualifications and a strong desire to learn the other qualifications. We recognize that not every candidate may have all of the listed qualifications and that many skills can be learned on the job.

Compensation and Benefits

This is a full-time, hourly, regular, non-exempt position based in Seattle, WA, or Oakland, CA. The anticipated hourly rate for this position is \$31.25-\$35.00. The work will require occasionally flexible hours (including hours beyond the standard workday, such as weekends and evenings), and commitment to a flexible weekly schedule that includes at least 1-2 days of work per month in-person at our Seattle or Oakland office.

Cascadia offers a flexible workplace with the potential to work from home and the office, a generous benefits package, including health insurance for employees at or above 60% full-time equivalent, 401(k) with an employer match, life insurance, long-term disability insurance, transportation subsidies, flexible spending accounts, generous paid time off (per annum: 3 weeks' vacation, 10 holidays, and 9 sick days, all pro-rated for FTE equivalency), a paid winter break between December 25th and January 2nd, professional development opportunities, sabbaticals and paid parental leave.

Cascadia requires employees to be vaccinated as a condition of employment and show proof of vaccination, such as their CDC COVID-19 Vaccination Record Card or the vaccination record maintained by their health care provider unless requests for medical or religious accommodation are submitted and approved.

How to Apply

Submit a compelling cover letter outlining your passion for, and fit with, the position, and please also provide a complete chronological resume. Submit both to the following link:

<https://cascadiaconsulting.hire.trakstar.com/jobs/fk02ett?source=Website>

Your cover letter should address your ability to meet the criteria outlined 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. Applications will be accepted until the position is filled with a first review date of November 3, 2022; position may close at any time.

Cascadia Consulting Group is an Equal Opportunity Employer and values diverse perspectives and life experiences. We do not discriminate on the basis of race (inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, creed, ancestry, height, weight (including obesity), national origin, religious beliefs and practices including the wearing of religious clothing, jewelry or artifacts, and hair styles or body hair which are part of an individuals' observance of their religious beliefs, gender identity (transgender status), sex, sexual orientation, marital status, parental status, domestic partner status, political ideology, age, disability (sensory, mental, or physical – including the use of a trained dog guide or service animal), veteran or military status, medical condition (e.g., pregnancy, childbirth, breastfeeding and/or other related medical conditions; cancer, cancer related illness, or record or history of cancer; HIV/AIDS or Hepatitis C status; gender dysphoria), genetic characteristics (e.g., non-symptomatic carriers of inheritable diseases), retaliation for filing a whistleblower complaint, retaliation for opposing an unfair practice, or other basis protected by law.