



## Job Announcement: Full Charge Bookkeeper- A/P and Taxes Lead

- Position Title:** Full Charge Bookkeeper- A/P and Taxes Lead  
**Designation:** Full-time  
**FLSA Status:** Non-Exempt Hourly  
**Start Date:** March 2022 or when filled  
**Salary Range:** \$25.00-\$28.00 DOE.  
**Benefits:** Triangle offers a competitive benefits package for full-time (60%-100% FTE) employees that includes medical and vision coverage, optional dental coverage, Health Reimbursement Arrangement (HRA), commuter subsidies for transit, parking and/or bicycle transit, professional development budget, and a 401k retirement plan.

### TRIANGLE ASSOCIATES BACKGROUND

**Triangle Associates** takes a two-pronged approach towards cultivating informed decisions on the use of natural resources and the impacts of the built environment. On one side of the company, we help public and private agencies provide **environmental education services** to ensure that future generations have the information they need to make sustainable environmental decisions. On the other, we provide **neutral, third-party services** to government, private and non-profit leaders to ensure inclusive participation, clear access to information, and durable decision-making for today's natural resource, transportation, and land-use decisions. **Founded in 1979, Triangle has been integral in the cultivation of stronger, more durable environmental decisions on some of the most important issues of the last 40 years.**

- Our vision is a sustainable planet with engaged communities and leaders.
- Our mission is to foster equitable and informed environmental decision-making.

### DESCRIPTION

Triangle is looking for a professional and detail-oriented person to join our Administrative Finance Team in support of this important work. We are looking to add a Full Charge Bookkeeper that serves as our Accounts Payable and Taxes Lead. This position will work closely with the current Bookkeeper in charge of Accounts Receivable, Financials and Payroll, Triangle's Co-Presidents and its CFO. This position will work on the team that maintains Triangle's financials, helping to maintain the corporation's licenses and certifications, and its retirement program and other benefits.

Other responsibilities include helping team members as needed as a back-up for processing monthly payroll, billing and invoicing, maintaining communications with Project Managers and clients regarding contracting, monthly financial reporting, general ledger entries, recording and reconciling payments and adjustments. Triangle highly values proactive, positive and a can-do attitude for problem solving, customer service and teamwork skills. This includes demonstrating a sincere, positive attitude toward helping others, getting things done and developing positive working relationships with colleagues. Your work at Triangle will offer the potential for professional growth and interesting, challenging work as part of our team.

### Location/Remote Work and Covid-19 Considerations

This position is full-time and based at our downtown Seattle office. The Full Charge Bookkeeper position will be expected to work in-person in the downtown office to start and will move with the company to Seattle's Eastlake neighborhood as of August 1, 2022. Triangle has a Covid-19 Plan that follows the WA State Governor's Covid-19 guidelines. Triangle operates on an 8-5, Monday-Friday schedule and provides some flexibility for each employee's specific hours. This position is 40 hours a week and eligible for benefits.

### RESPONSIBILITIES

- Process and maintain current, accurate and well documented accounts payable. In addition to company and project-based expenses this includes:
  - Managing staff credit card reconciliation
  - Processing timely reimbursements for staff expenses

- Implementing payments for health and retirement benefit programs
- Preparing and executing bank deposits and reconciling bank statements, credit cards and loan accounts
- Works regularly with Controller or CFO to ensure appropriate financial integrity, tax filing and reporting including but not limited to:
  - Reporting of quarterly and annual payroll taxes
  - City, County, State and Federal taxes
  - Coordination with CFO on Corporate Tax return
- Working with Human Resources to maintain insurance policies for staff and office space including Professional Liability, Life Insurance for Owners, etc.
- Provide support and back up for:
  - Monthly payroll
  - Accounts receivable
  - Contracting communications
  - BillQuick systems conversion
  - Maintaining financial software
  - Providing support to CFO as needed for financial reporting
  - Ensuring accuracy in general ledger and maintains financial records in a manner ready for audit
  - Perform light administrative duties as needed to fully execute the responsibilities of this position

## **QUALIFICATIONS**

- Bachelor's degree in accounting or related field, preferred or equivalent experience
- 2-3 years of experience as Bookkeeper in a medium size business setting, for a services-oriented company (such as consulting, engineering, architectural)
- Advanced accounting and bookkeeping software experience (QuickBooks, Advanced Excel, and time accounting software such as BillQuick preferred)
- Understand and apply the principles of GAAP
- Maintain confidentiality of proprietary information and use discretion and professionalism with sensitive information
- Produce highly accurate documents with a focus on quality and error free reporting
- Ability to think strategically, work independently, and take initiative and collaborate effectively with a team
- Maintain a thoughtful and professional attitude with colleagues and clients
- Communicate clearly, proactively, professionally, and succinctly in both verbal and written formats
- Flexible and accepting of a variety of assignments working with a wide range of individuals with different communication styles
- Meet multiple deadlines by multi-tasking, prioritizing, and staying organized

## **PHYSICAL DEMANDS**

To successfully perform the essential duties of this position, an individual must be able to sit at a desk or in meetings for 6 to 8 hours a day, and use office equipment, including phones and computer keyboards, for four or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice. Regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

## **DIVERSITY, EQUITY, AND INCLUSION**

Triangle is committed to creating a diverse, equitable, and inclusive workplace. This includes addressing institutional racism and other forms of prejudice. This work is ongoing and continually adjusted to meet the needs of our staff, stakeholders and clients. We value and welcome a diverse array of experiences. We seek employees who think critically about their own cultural lens and can communicate effectively with people of different backgrounds and abilities. An ideal candidate will be committed to providing equitable engagement to our stakeholders, community, and clients. See our commitment statement to DEI [here](#).

**APPLY**

*Please send a cover letter and resume to Human Resources Manager at [employment@triangleassociates.com](mailto:employment@triangleassociates.com). Please include the position title in the subject line. Please highlight how your previous work experience and capabilities directly support the job responsibilities and your success at Triangle.*

*Triangle is an Equal Employment Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression. We strongly encourage and seek applications from individuals with a bilingual and/or bicultural background.*