

# Position Description

## ACCOUNTING/ADMINISTRATIVE ASSISTANT (PART TIME)

### Location

Montpelier, Vermont.

### Reporting Relationship

This position reports to Foundation Team Leader.

### Position Summary and Responsibilities

Stone is seeking an energetic individual to fill a part time (20 hours) accounting and administrative assistant role who has proven organizational and communication skills with the ability to multitask.

This person will be working as part of the Corporate Foundation Team which includes Accounting, Administration and Quality Assurance. The objective of this position is to work unsupervised at times and support the cross functionality of the team.

The person performing this job will be supporting the following functions

- Accounts Payable: data entry
- Accounts Receivable: managing deposits, petty cash reconciliation.
- General Administration: ordering and maintaining office supplies, prepare mailings, process incoming mail and other duties as assigned.
- Quality Assurance and Health and Safety. Track and coordinate corporate health and safety sheets, assist with coordination and completion of Standard Operation Procedures (SOP) reviews and training.

### Preferred Skills

To be considered for this position, the following skills are required:

- Ability to multitask in a busy, structured environment.
- A team player with outstanding organizational skills and a great attention to details.
- Excellent computer skills, including Word and Excel.
- Background or experience with various facets of an administrative position, including accounting.

## Experience and Education

Preferred Associates/B.A/B.S preferred. Experience in business administration and /or accounting. Minimal of 2 years' experience in an office setting.

## How to Apply

Please visit our careers page on our company website at [www.stone-env.com](http://www.stone-env.com) to apply online.

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Stone is a 100% employee-owned environmental science, engineering, and field services firm located in Montpelier, Vermont. Founded in 1992, our mission is to provide tools, information, and analyses to help clients solve complex environmental challenges. We bring together over 45 scientists, engineers, modelers, application developers, and project managers with diverse backgrounds and skills and a shared commitment to scientific integrity, innovation, and focus on client needs. Our capabilities include environmental assessment and remediation, water resources management, environmental modeling, data quality assessments, support for agrochemical product stewardship and registration, geospatial analysis, data visualization, and application development. The company's headquarters is located in Montpelier, Vermont with remote employees in New Hampshire and Maine. Stone is proud to be named one of the Best Places to Work in Vermont. Visit our website to learn more about services, as well as why we were named one the Best Places to Work in Vermont in 2019: <https://www.stone-env.com/>.