

Position Description

ACCOUNTING ASSISTANT

Location

Montpelier, Vermont.

Reporting Relationship

This position reports to the Accountant.

Position Summary

Stone Environmental, a 100% employee-owned science and engineering consulting company, is seeking an energetic individual to fill a full-time, entry level Accounting Assistant role. The ideal candidate is an enthusiastic self-starter who is motivated to set and achieve goals and take initiative within the workplace. They are organized, professional and demonstrate excellent attention to detail. Most importantly, they have a positive attitude, willingness to master tasks and learn new skills, and the ability to adapt to a wide variety of tasks. This individual must be an effective team player who works cooperatively with others within the Foundations Team to support the Organization. This position is located in our Montpelier, VT office. Opportunities for long-term growth are possible for the right candidate.

Preferred Skills

The person performing this job will be responsible for the following functions:

- A working knowledge of accounting procedures, including but not limited to A/P, A/R, corporate credit card management, and month end reconciliation.
- Ability to handle multiple competing priorities in a dynamic office environment.
- Proficient in Microsoft Office suite
- Professional written and oral communication skills
- Enthusiasm and commitment to providing excellent service
- Ability to meet deadlines and deliver to target
- Familiarity with Deltek Ajera and/or Vantagepoint software is a plus

Job Responsibilities

Accounting (75%)

- Accounts Payable Processes including maintaining vendor record information, processing vendor invoices with a high degree of accuracy as well as other data input functions
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- Accounts Receivable Processes including managing deposits, assisting with Client collections functions
- Reconciliations including: Credit cards, employee expense reports, and other General ledger balance sheet accounts
- Supporting Accountant and/or Controller, on additional tasks, as needed.

Administrative (25%)

- Greeting and assisting visitors, clients and employees
- Processing incoming/outgoing mail
- Ordering and maintaining office supplies
- Executing Mailings & Manage Shipments
- Other administrative duties as assigned.

Experience and Education

Associates/B.A/B.S preferred. Experience in an office setting is a plus.

How to Apply

Please visit our careers page on our company website at www.stone-env.com to apply online.

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Stone Environmental is a 100% employee-owned environmental science, engineering, and field services firm. Founded in 1992, our mission is to provide tools, information, and analyses to help our clients solve environmental challenges with integrity, expertise, and innovation. We bring together over 50 scientists, engineers, modelers, mapping and GIS specialists, application developers, project managers, and foundation staff with diverse backgrounds and skills—and a shared commitment to excellence, creativity, and accountability through employee ownership. 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 is based in downtown Montpelier, Vermont with remote employees in New Hampshire, Missouri and Maine. Stone is proud to be an equal opportunity and affirmative action employer. Our goal is to be a diverse workforce that is representative at all aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status that is a protected category prohibited by federal, state, or Vermont laws. 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 and 2020: <https://www.stone-env.com/>.