

# Position Description

## STAFF ACCOUNTANT

### Location

Montpelier, Vermont.

### Reporting Relationship

This position reports to the Accountant.

### Position Summary

Stone is 100% employee-owned, Best Places to Work Company geared toward delivering defensible and reliable environmental and data solutions to clients around the globe. We are seeking a friendly individual to fill a full-time, entry-level Accounting position. This position is essential for our company as the person will be working with a wide range of employee-owners; being a team player and having a positive, helpful personality is a must. This position requires great critical thinking skills and attention to detail for accurate financial reporting. The individual must be able to take initiative within the workplace and be self-motivated to set and achieve goals. Along with working independently, this person will be a part of the Foundation Team that supports the Organization and adds to the overall cultural and organizational health of the company.

### Job Responsibilities

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

- Performing day-to-day financial transactions, including verifying, classifying, and recording accounts payable data in compliance with company financial policies and procedures.
- Verifying and investigating discrepancies in accounts payable, if any, by having an understanding of expense accounts and cost centers, monthly vendor invoice statements, and credit card statements.
- Monitoring receivable income by making daily deposits and supporting project managers with collections.
- Working with project managers to input and update contracts in accounting system according to client requirements and issuing invoices based off those contract specifications.
- Assisting with project purchasing, as well as coordinating payment of project expenses.
- Posting internal invoice entries to ensure proper monthly revenue reporting.
- Supporting Accounting department in the reconciliation of balance sheet accounts and on other additional tasks, as needed.

### Essential Skills

The individual performing this job will need these essential skills.

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- Knowledge of basic 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.
- Skill in Microsoft Office suite and comfortable learning new software systems.
- Professional written and oral communication skills.
- Enthusiasm and commitment to providing excellent service.
- Ability to meet deadlines.
- Ability to work within a team setting and individually.

*At Stone the health and safety of our employee-owners is a priority, that's why we are requiring all successful candidates for this position be fully vaccinated against COVID-19 or are willing to become vaccinated as a condition of employment.*

## Experience and Education

B.A/B.S. and experience of 0 to 3 years of accounting experience.

## 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.

Ms. Joanne Perry  
Stone Environmental, Inc.  
Email / [hr@stone-env.com](mailto:hr@stone-env.com)



## About Us

Stone is 100% employee-owned environmental science, engineering, and consulting firm located in Montpelier, Vermont with remote offices in Maine, New Hampshire, Missouri, Austria, and Germany. With 30 years of experience, we have built a foundation of scientific integrity and innovation as we deliver defensible and reliable environmental and data solutions to clients around the globe. Stone's employee-owners combine diverse experience in a variety of sectors and bring insight, curiosity, and passion to every endeavor. The result is a culture that emphasizes professional growth while achieving group and company-wide goals. We don't just work at Stone, we own it!

Since 2016, Stone's employee-owners have taken a direct stake in the value and health of the company through an Employee Stock Ownership Plan (ESOP). It's a unique ownership and management model that is a powerful motivator which inspires close cross-department collaboration and company-wide unity. Stone has an excellent compensation package including competitive pay; health, dental, and vision insurance; 401K with company match; ESOP benefit; paid time off; and flexible holidays. But what really sets us apart and makes employee-owners want to stay at Stone is our culture, the interesting and meaningful work that we do, and the inspiring, dedicated people we work with. Stone has a progressive culture: from open communication, transparent leadership, and the freedom to explore one's passions, to its commitment to giving back to community and a firm "work hard, play hard" mentality. Simply put, it is one of the best places to work and why were voted a top place to work in Vermont for the last four years.

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.