



Accounting Assistant/Project Coordinator

Bozeman, MT

Energy 1, a local mechanical engineering/construction firm, is hiring a FT Accounting Assistant/Project Coordinator to work from our Bozeman, MT office. We are listed as one of the fastest growing small companies in the US by INC 500, and are looking for someone who wants to grow with a company and be rewarded for their efforts.

You will report to and work closely with the Controller to help complete bookkeeping of multiple locations and businesses, as well as assist with project administration. The position is 70% bookkeeping/30% project administration.

Your duties will include:

- Enter AP bills and pay vendor statements
- Enter credit card receipts and assist with monthly reconciliation
- Enter overhead bills and track due dates for payment
- Process payroll taxes and may assist with payroll processing
- Oversee petty cash and issue per diem
- Process receivables and make deposits
- Assist with monthly and quarterly audits and close out
- Assist with project booking and paperwork, including permits, lien notices and contracts
- Assist with ongoing project administration, including change orders, lien waivers, and job cost tracking
- Assist with client invoicing
- May assist with service-job dispatch and tracking

You will also have the opportunity to work on special projects – you will never be bored! - and will work with the office team to assist with basic office administration as needed, including answering phones and filing.

Candidates should have an understanding of basic accounting principles and job costing, and strong experience with QuickBooks plus a willingness to learn a new accounting software. This position requires the ability to go with the flow/figure things out on the fly while still paying strict attention to detail and managing multiple priorities. If you love numbers, data entry, and doing things the right way even if it's not the easy way, you will be a great fit for this role. Schedule is Monday through Friday, 40 hours per week with occasional overtime, and hours will vary between 7am-5pm with some flexibility. College degree preferred, but the degree doesn't matter as long as you have experience and have the right attitude.

Compensation is competitive and depends on experience, and includes a great benefits package. Email your resume to hr@energy-1.net and tell us why you're a good fit for the position.