

BOOKKEEPER/OFFICE ASSISTANT

Bridger Photonics, Inc. seeks a Bookkeeper/Administrative Assistant to work closely with several members of the staff to support the daily accounting and business operations of the office. This position requires maintaining and recording financial transactions, reconciling accounts, preparing reports, responding to deadlines, seeking opportunities to improve office operational efficiency, and assisting with a wide range of tasks necessary to keep a high-energy and growing small business operating smoothly. A qualified candidate will possess a high level of professionalism, have a positive attitude, and be exceedingly well organized, proactive, resourceful and efficient. Quickbooks proficiency and at least 3 years bookkeeping experience required. Full job description posted at bridgerphotonics.com.

Summary:

This is an exempt position with responsibility to support the Finance Manager, CEO, and COO in all areas of fiscal and administrative operations, including performing technical accounting and fiscal management tasks, and helping to ensure the effectiveness of the company's various compliance programs.

Essential Duties & Responsibilities

Assist with internal control systems for all functions of the Financial department operations, including but not limited to:

- Preparing Purchase Order addendums and submitting to vendors when required,
- General ledger entries,
- Accounts payable,
- Accounts receivable as needed,
- Maintain Asset Depreciation schedule,
- Assists in financial report preparation,
- Assist with DCAA compliance and audit preparations,
- Prepares work papers for taxes and special assessments,
- Provides external auditors with requested information,
- Assists staff in preparation of employee expense forms,
- Promotes a team attitude,
- Reviews materials, reports, and work for accuracy,
- Coordinates monthly credit card statement reconciliations,
- responsible for updating procedures and drafting new policies and procedures as needed,
- Ensures purchase orders are entered into accounting system in a timely manner, ensuring accurate expense reports,
- Communicates effectively and in a timely manner with the Finance Director on issues related to effective financial management,
- Performs special projects as needed,
- Performs other duties and assumes other responsibilities as apparent or as delegated,
- Establishes and revises work methods, forms, formats, and standards to improve operating efficiency,
- Coordinates policies and activities as needed to ensure defense security compliance required for Bridger Photonics security clearance.

Knowledge, Skills & Abilities

- Comprehensive knowledge of the principles and practices of Generally Accepted Accounting Principles (GAAP)
- Ability to stay current on trends and developments in government contracting accounting regulations.
- Ability to assist with compliance as required by Federal Acquisition Regulations, and the Defense Contractor's Audit Agency.
- Ability to analyze and interpret accounting records.

- Ability to back-up the department's other operations.
- Experience working independently, strong self-motivation, and effective time management skills.
- Ability to determine work priorities and accomplish goals within limited periods of time while under pressure.
- Ability to represent Bridger Photonics in a professional and courteous manner at all times.
- Ability to plan, organize and oversee very detail oriented activities.
- Good verbal and written English communication skills.
- Must be flexible to perform various duties outside of the bookkeeper position and adapt to the growing needs of the company and position.

Criteria to Qualify for this Position

- Bachelor's Degree in Accounting, Business or related field preferred.
- Minimum of three years professional accounting experience.
- Experience in government contracting accounting preferred, but not required.
- Proficiency in computer programs, including Windows, Excel spreadsheet applications as well as experience with Quickbooks accounting software.
- Experience working independently with strong self motivation and time management skills.
- Knowledge of defense security as it relates to government contractors and clearance requirements preferred
- Candidate must be well organized, multi-tasker with positive, team player attitude, and good communication skills.
- Knowledge of accounting and bookkeeping terminology and practices.
- Knowledge of general record keeping and filing systems.
- Ability to compare data from a variety of sources for accuracy and completeness.
- Ability to detect errors.
- Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes.
- Ability to follow, apply, interpret, and explain instructions and/or guidelines.
- Ability to determine work priorities.
- Ability to make decisions and take appropriate actions.
- Ability to meet schedules and deadlines of the work area.
- Ability to communicate effectively.
- Ability to compose routine correspondence and reports.
- Ability to operate standard office equipment.
- Ability to select and compile data for statements, expenditures, revenues, accounts, and reports.
- Ability to reconcile and/or balance financial transactions and accounts.
- Ability to prepare and submit orders for purchase.
- Successful completion of pre-employment background investigation.

Competencies Expected in this Position:

- Develop and maintain a thorough working knowledge of all departmental and applicable Company policies and procedures in order to help facilitate compliance with such policies and procedures by personnel.
- Demonstration, by personal example, of the service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Bridger Photonics in a professional manner at all times.