



## PCI ECOLOGICAL

## JOB DESCRIPTION

### ACCOUNTING CLERK

Prunuske Chatham, Inc. (PCI) is a small, multi-disciplinary company that specializes in ecological restoration and resolving environmental challenges in Northern California. Our team of scientists, planners, landscape architects, engineers, and constructors work collaboratively to produce high quality restoration outcomes for our clients. PCI is committed to maintaining a workplace that fosters creativity and produces tangible benefits for our clients and the environment. PCI is an at-will employer. [www.pcz.com](http://www.pcz.com).

The ideal candidate will be proactive and excel at attention to detail. A candidate with experience with Prevailing Wage and labor compliance is a plus.

### Reports to: Financial Controller

**Summary:** PCI is looking for a skilled Accounting Clerk to perform a variety of accounting tasks, as well as administrative tasks as needed.

### Essential Duties and Responsibilities

- Provide accounting and clerical support to the accounting department.
- Enter Accounts Payable invoices and credit card receipts.
- Match check payments to backup and prepare for approval and signature.
- Prepare bank deposits and record receipts.
- Enter PCI vehicle and equipment usage.
- Enter PCI employee expense reports.
- Review timesheets for accuracy and assist with Prevailing Wage reporting and labor compliance.
- Assist Financial Controller with tasks as needed.
- Constantly update job knowledge.
- Capable of handling responsibilities beyond formal job duties.
- Other duties as assigned as needed.

### Education and Experience

Minimum 5 years work experience in finance and accounting.

### Desired Skills

- Proven accounting experience
- Familiarity with basic accounting procedures
- Proficiency in MS Office, databases and accounting software (experience with Deltek Ajera a plus)
- Accuracy and attention to detail
- Well organized



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### **Qualifications**

- Collaborative working style
- Strong verbal, written and interpersonal skills with the ability to collaborate with staff and both internal and external customers
- Excellent critical thinking and organizational skills
- Ability to manage multiple projects simultaneously
- Ability to generate solutions
- Reasonable comfort with managing workload fluxes and meeting the unexpected challenges associated with a small and agile business

### **Physical Requirements:**

- Sitting – Remaining in a seated position for periods of time
- Standing or Walking – Remain on one's feet in an upright position without moving about or move about on foot.
- Alternate Sitting or Standing at Will – The ability to alternate between sitting and standing as needed
- Lifting or Carrying – Raiser or lower an object from one level to another, transporting an object from one place to another
- Reaching at or Below Shoulder Level while filing paperwork
- Keyboarding – Entering data into a computer using a keyboard

**Compensation:** This is an hourly, full time position with benefits, including: health, vision, dental and life/AD&D insurance, Safe Harbor 401k Plan, paid holidays and discretionary time off. Hourly rate of pay range is \$28 - \$32 per hour, depending upon experience.

### **TO APPLY:**

Please submit a résumé and cover letter that describes your interest in the position and PCI to: [hr@pcz.com](mailto:hr@pcz.com). Please put "Accounting Clerk" in the subject line. We look forward to hearing from you. The review and interview process will continue until the position is filled.