

WE ARE SEARCHING.

Designing Together

GENERAL OFFICE ACCOUNTANT

We need someone:

- Who is interested in working part time.
- Who has in-depth knowledge of basic accounting principles.
- Who can work independently yet appreciates teamwork.
- Who adapts quickly.
- Who is approachable and has well-developed communication skills.
- Who enjoys details and analyzing data.
- Who operates with integrity.

Is that you?

Do you need a company:

- Who values employees?
- Who encourages entrepreneurial thinking?
- Who values professional development and individual growth?
- Who supports business relationships at all levels?
- Who designs with fluid collaboration?
- Who has passionate teams?

If so, you may find yourself:

- Documenting financial transactions.
- Working on diverse project types.
- Preparing various financial reports.
- Compiling and analyzing information.



ARCHITECTURE ENGINEERING INTERIOR SPACES LANDSCAPE ARCHITECTURE PLANNING

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GENERAL OFFICE ACCOUNTANT

Responsibilities include:

- Ensure accuracy of financial and billing statements.
- Process invoices and perform account reconciliations.
- Prepare weekly and monthly reports.
- Assist with payroll functions.
- Support accounting team projects.

Requirements include:

- Degree in accounting.
- 5+ years of general accounting experience.
- Excel proficiency.
- Strong interpersonal skills.
- Detail oriented.
- Vision/Deltek experience preferred.
- Previous A/E experience preferred.
- Proficient at billings.
- G/L experience.
- Experience in auditing preferred.

Are you interested?

Apply now to JOIN a forward-thinking, growing company with the passion, creativity, and vision to sustain continued growth and make a positive impact on our surrounding communities.

With competitive benefits in:

Relaxed PTO Structure

Flexible work and telecommute schedules

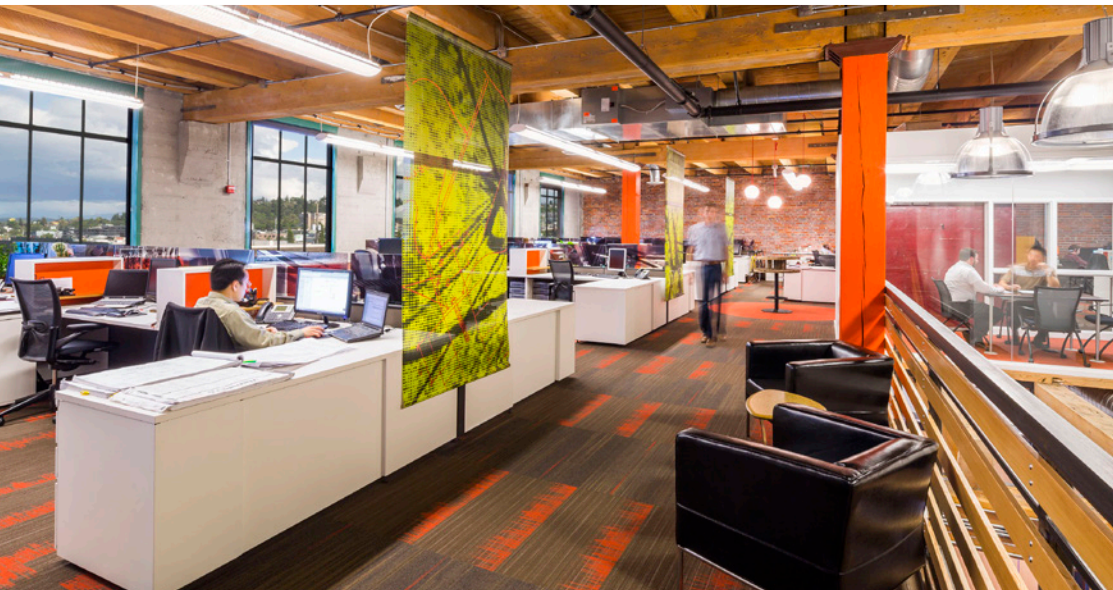
Individual Professional Development budgets

Parking and Transit subsidies

401k Matching

Professional Casual Work Environment

BCRA is an EEO Employer.



Email Resumes to:

hr@bcradesign.com

Mail Resumes to:

BCRA Tacoma

Attn: HR Department

2106 Pacific Avenue, Suite 300

Tacoma, WA 98402

BCRA Seattle

Attn: HR Department

414 Stewart Street, Suite 200

Seattle, WA 98101

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