

Accounting Assistant

Owen Gabbert LLC is a real estate development and construction company with a creative and community-oriented focus. Our team offers dedicated, consistent, and knowledgeable service along every step of the way, from predevelopment through construction completion. Our unique expertise in both of these areas allows us to give our clients streamlined results and educated feedback throughout the project.

We pursue projects that we believe are interesting and thoughtful to deliver buildings and spaces that are enduring as well as environmentally sound. All development and construction projects create a lasting impact on the community where they are built. We believe they should be done with consideration as well as innovation.

We are seeking an Accounting Assistant for our growing and dynamic team. The Accounting Assistant supports the accounting team, led by the Controller, in various aspects of accounting as needed for both the construction company and other related entities managed by the construction company. This position interacts with all employees to ensure accurate time keeping, receipt submittals, and subcontractor onboarding. To succeed in this role, you need excellent time management, communication, and collaboration and organizational skills as you will be working with management and internal teams to balance competing priorities.

Reports to: Controller

Position Summary:

FLSA Class: Hourly Non-Exempt

Jobs to be done:

- Collecting and entering receipts and payables, performing statement audits, reconciling credit cards, auditing expenses for client invoicing.
- Collecting and sorting mail, both digital and paper.
- Routing payables for approval.
- Assisting with client invoicing.
- Assisting with check runs.
- Assisting with quarterly GL audits.
- Auditing and entering employee mileage invoices and travel/commute stipend approvals.
- Assisting with review of employee time entries and monthly time audits.
- Managing job lists in accounting software systems.
- Calculating and entering monthly payroll cost distributions.
- Creating journal entries for monthly asset/tool rental costs.
- Updating books for various SPE LLCs managed by Owen Gabbert LLC.
- Tracking discretionary spending allowances.
- Processing vendor credit applications.
- Assisting with subcontractor onboarding and compliance.

Qualifications:

- You have excellent organizational skills.
- You can meet deadlines, work independently with minimum supervision, and are detail oriented.
- You are not easily derailed by what you haven't seen before. You figure it out or know when to ask for help.
- You take initiative. If something is not working you bring it to someone's attention.

- You have a positive attitude, are flexible and dedicated to your work, and you can work effectively as part of a team.
- You can learn new things and adapt to change.
- You can multi-task and track various business needs and tasks.

Experience & Requirements

- 2 years in accounting or bookkeeping or degree in related field.
- Construction and / or real estate accounting knowledge preferred.
- Computer literacy - comfortable with email, Microsoft Word, Excel; preference for candidates with Quickbooks Desktop and / or Appfolio experience.
- Some in office time – hybrid schedule and work from home available.
- You must be able to perform all requirements with or without reasonable accommodation.

Benefits & Compensation

- Starting at \$27/hr., compensation is commensurate with applicant's experience level and skillset.
- Health Insurance Provided, Optional Dental, Short Term Disability, Accident, and Life Insurance.
- Up to Six Paid Holidays.
- Oregon Paid Sick Leave.
- Additional PTO following the first year of employment.
- 401K (with an Employer Contributed Match).
- Annual Professional Development Stipend.

You must be able to perform all requirements with or without reasonable accommodation.

Owen Gabbert, LLC is an equal opportunity and at-will employer.