



*“Providing a Balanced Approach to Natural Resource Management”*

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Northwest Management, Inc., a full-service natural resource consulting firm located in Moscow, Idaho is seeking applications from motivated individuals for our bookkeeper position.

**Position: Full Charge Bookkeeper**

Status: Full Time, Hourly

Pay Rate: \$19 - \$26

Time frame: The projected start date is March

Location: Moscow, ID

**Duties:** Primary duties may include:

**GENERAL**

- Managing the full cycle of accounting activities for the company
- Use job costing methods
- Receive and deposit customer payments daily using various payment methods
- Quarterly tax preparation and filing
- Visa and expense report review
- Ensure orderly and systematic accounting records are kept by processing and filing (manually and electronically) on a continuous basis
- Assisting the Accounting Coordinator with special projects as necessary
- Managing the payroll system
- General office support and backup front office duties including answering phones and greeting clients

**Experience, Knowledge, and Skills:**

- Bachelor’s degree in accounting or related field, or high-school diploma with supplemental business experience or certifications. Three plus (3+) years of progressively responsible experience in a bookkeeping position.
- Multi-state payroll preferred but not required
- Prefer a candidate with experience in job costing in a professional service or natural resource-related industry
- Knowledge of generally accepted accounting principles and sound bookkeeping techniques, including a classical understanding of debit and credit entries, reconciliation techniques, and general ledger
- Ethical and honest individual desiring to be part of a fast-paced, team-oriented environment
- Superb attention to detail, well organized, and exercise initiative and sound, ethical judgment
- Substantial working knowledge of Microsoft Excel and Word is required
- Knowledge of NetSuite preferred but not required
- Ability to multi-task
- Maintain confidentiality of employee and company data
- Manage own time to meet deadlines and goals; work on a variety of projects concurrently
- Must be comfortable learning new software and processes and working in an electronic environment
- Effective and tactful verbal and written communication skills with managers, employees, and clients; ability to effectively present information in one-on-one and small group situations

Web page <http://northwestmanagement.com/> On the Home page, hover over “Join Our Team” and click on ‘Employment Application’ to fill out an application and submit it with a cover letter and resume to: [careers@northwestmanagement.com](mailto:careers@northwestmanagement.com)