Accounts Payable/Receptionist – Olympic Resource Management

If you are looking for an administrative opportunity in a professional environment right in your local community, this could be the position for you. Join a fast paced team in Poulsbo handling a wide variety of duties and responsibilities. Applicants who enjoy accounting, interacting with people and are self-motivated and excited to work independently are good candidates for this full-time position. Excellent benefits package - salary based on experience.

Purpose of the Position

This position provides a broad range of general support to Pope Resources and its affiliate companies, with particular emphasis on accounts payable. The successful candidate must be a self-starter that works effectively in a team environment and represents the company is a professional way on the telephone and in person to the public, vendors and employees.

Essential Duties

Accounting (75% of duties):

- Process and reconcile accounts payable for all entities on a timely basis
- Support Accounting Manager and/or other members of accounting group
- Acquire W-9s from vendors; prepare year-end 1099s, 1098s, 1098Rs and 1096s
- Prepare monthly bank reconciliations
- Prepare journal entries, multiple account reconciliations and maintain A/P files
- Assist with monthly financial statement compilation and distribution
- Preparation of checks and back-up documentation
- Accounting for and reconciliation of wedding and event deposits
- Process property tax payments and assist with maintenance of land records database
- Handle the filing for the accounting department
- Maintain offsite storage database at Iron Mountain

Reception/Administration (25% of duties):

- Greet clients, answer main telephone line and route calls accordingly
- Gather and route mail
- Maintain 2nd floor break area, make coffee and stock supplies for all kitchens.
- Assist Executive Assistant in ordering and organizing office supplies
- Assist administrative assistants as needed with meeting preparation

Skills, Experience and Physical Abilities Required

- An AA degree in accounting or related field and/or equivalent experience. Minimum of 2 years of experience in an office environment.
- Excellent interpersonal and verbal/written communication skills.
- Proficient in Microsoft Word and Excel. Experience with accounting software helpful.
- Self- motivated, task oriented and must be able to work independently.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, use hands and fingers, and reach with hands and arms. The employee is required to sit, stoop, kneel and must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 25 pounds using a hand truck. Specific vision abilities required by this job include close vision and distance vision.

Interested applicants should email their resume and cover letter to jobs@orminc.com and indicate in the subject line: Accounts Payable/Receptionist

Olympic Resource Management is an equal opportunity employer

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