GLOBAL RESOURCE ENGINEERING

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FULL TIME ACCOUNTANT / OFFICE MANAGER

GRE Summary

GRE is a Colorado LLC partnership with three principals. Consulting service for the mining industry with 20+ people (13 as FTE). Most work in the Golden office but we have contract people in Mexico, Canada, New Hampshire, and Michigan.

We invoice internationally, which requires various customizations. Each project may have differing billable rates for specific task/employees. Currently we are invoicing 30 to 40 projects per month. Each new project is setup in Quickbooks and requires input of active project employees and billable rates.

Our invoices are sent out monthly and our payroll is monthly. Payroll/taxation is handled through Quickbooks. Accounts payable is also on a monthly basis in most cases.

We have a CPA/Tax Preparer that does our annual tax and oversees the capital accounts.

We also have several monthly reports that are produced related to billability and project management in Excel.

It is estimated that the accounting portion of this position requires 25 to 30 hours per week with a heavier weighting for month end. The office management portion would be the balance of the fulltime position.

Salary Range – Commensurate with experience (+5 years) $70,000 to $85,000 plus bonus eligibility and benefits for fulltime position.

Position Summary

Responsible for maintaining the books on Quickbooks Online (QBO), Quickbooks Time (QBT) along with supporting documentation primarily in Excel, also Quickbooks expenses. This is a full-charge accountant position meaning you are responsible for the entire accounting cycle, from daily transactions to annual financial reporting. Due to the variety of duties, organizational skills, analytical skills and time management are critical. Partners will rely on you for financial advice and strategy planning. Communication skills, both verbal and written, are a necessity (with Partners, CPA, third parties' clients and vendors etc). Spanish would be helpful but not required. Working knowledge of Excel, Word, and Teams is also required. A bachelor's degree in accounting or finance is required along with working experience in a full-charge accountant role. This position also involves office administrative support, typical of a small office in Golden CO.

Highlighted Details

- Accounts Payable
    - Collect approvals and enter invoices as received
    - Code reimbursable expenses entered in the QB expense portal
    - Bulk of the invoices are paid at the end of month
    - Monitor weekly and pay invoices due prior to end of month
    - Purchase Orders
    - 1099's
- Accounts Receivable

  - Weekly – analyze coding of the employee/contractor time entries in QBT, import to QBO, and assign the appropriate service code to allocate the correct billable rate.
  - Assign and set up projects (QBO, Excel), close once completed.
  - Code mining software (Leapfrog) usage so the daily reimbursement amount is included in invoices.
  - Keep track of retainers and when to apply to invoices.
  - Generate first draft invoices and provide them to Project Managers by 3rd business day.
  - Incorporate PM's comments into the invoices.
  - Email the final invoice to clients by the 10th .
  - Create specialized supplemental spreadsheets/documentation to be included for specific clients.
  - Often need to provide accruals or invoices prior to the 10th especially at quarter and year end.
  - Collection of old Receivables.
- Payroll
  - Maintain any employee updates to elections in QBO.
  - New Employee set up, order background checks.
  - Health Insurance Administration.
  - 401k Administration.
  - Maintain PTO/Sick Balance spreadsheet.
  - Maintain EE Handbook.
  - Initiate payroll calculation by QBO.
  - QBO files quarterly report – need to ensure correct and download to our files.
  - W-2's.
- Banking
  - Initiate ACH/Wire payments.
  - Maintain electronic payment templates.
  - Record deposits daily.
  - Keep deposit checking account around $2k – since these accounts numbers are out in the public we don't want to keep substantial funds there. The operating account should be maintained at around $30k for service fee purposes. The remainder is housed in the money market account.
  - Daily monitoring of Account protection transactions – Pay or decline.
- General Ledger Management
  - Monthly Bank Reconciliation.
  - Monthly analysis of Balance sheet accounts.
  - PL - reclass reimbursable amounts from expense to income upon payment receipt.
  - Record necessary adjustments.
- Taxes
  - At Year end you need to provide financial documents and supplemental schedules to the CPA for tax return preparation – due mid February.
  - Be available early March to answer CPA's questions – The goal is to be finalized the week of 3/15th.
  - Jefferson County personal property declaration by 4/15th.
  - City of Golden Use taxes by 1/31rd - License renewal every 2 years.
- Tax Certificates – Residency forms
  - Complete forms, obtain all partner signatures and mail to IRS – due during December for the following year.
  - These forms are necessary for our foreign clients.

- Marketing
    - Order trade show give-aways (pens, small stickies, GRE notebooks, tote bags).
    - Gold bar USBs with SOQ.
    - Shirts/Hats/Safety shirts – mainly for employees.
    - SOQ hard copies on hand.
    - Business cards for employees.
- Miscellaneous administration
    - Continuous changes when Quickbooks makes updates which inevitably mess up the system.
    - Health Insurance Renewal reviews.
    - Office Lease.
    - Insurance – E&O.
    - Funds Worksheet prior to end of month payments.
    - Budget vs Actual analysis.
    - Billability analysis.
    - Sales Forecast analysis.
    - MSHA Certificates.
    - Code and reconcile corporate credit card.
    - Maintain Software subscription renewals.
    - Travel Insurance for international travel of employees.
    - Shipments.
    - Organizing Holiday Party.
    - Christmas card mailing.
    - Corporate Hotel reservations through central portal.
    - Ad Hoc requests by Partners and fellow employees. This tends to be more than you would expect.

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