

STAFF ACCOUNTANT POSITION AT PANGEA BIOLOGICAL

One world. Forward-thinking scientific professionals always pushing forward to preserve the resources of our planet, one project at a time. Leading the way with our utility and infrastructure partners towards balancing real-world construction challenges with environmental stewardship and responsibility. Real World Progress.

POSITION SUMMARY

This position will report to the Chief Financial Officer (CFO), and support the Chief Executive Officer (CEO) while also working closely with all team members as well as key partners and contractors. The ideal Staff Accountant will be detailed-oriented, diplomatic, professional, maintain a high level of confidentiality, and strive for precision.

This position will be in office in Carlsbad, California, then, after a few months, the position will transition to hybrid work, requiring a minimum of two days in the office, with remaining days of the week working remotely at home. This is a full-time position, working Monday through Friday with typical work hours from 8:00 am to 5:00 pm, however, hours and schedule can be flexible, and may vary depending on company needs. At times, there are high priority deadlines based on company needs, requiring work outside typical days and hours.

RESPONSIBILITIES INCLUDE;

- ✓ Exceptional skills with Excel and populating spreadsheets for prepping invoices for entry into SAP system and QuickBooks Desktop
- ✓ Ability to multi-task and work in a fast-paced environment while managing multiple top priorities at the same time with strict deadlines while maintaining accuracy
- ✓ Tracking, issue identification, and support with more than 250 invoices per month requiring input to QuickBooks Desktop and SAP system
- ✓ Coordinating with subcontractors and clients for billing details and invoice modifications
- ✓ Assisting in preparation of budgets, job costing, and forecasting in QuickBooks Desktop and/or Microsoft Excel
- ✓ Preparation, tracking, and processing of subcontractor task orders
- ✓ Processing accounts receivables and accounts payables
- ✓ Maintaining accounting ledgers by posting account transactions
- ✓ Month-end accounting procedures and reconciliation
- ✓ Monthly review of financial results such as trends, performance metrics, benchmarks, etc.
- ✓ Compiling payroll data (hours worked, taxes, and insurance to be withheld in multiple states)
- ✓ Incorporating and managing holiday, personal time off, sick time, and nontaxable wages within the payroll system
- ✓ Reviewing wages, computing, and correcting errors to ensure accuracy of payroll
- ✓ Bi-weekly internal processing of payroll using our QB desktop version and processing associated payroll and tax liabilities
- ✓ Preparing weekly detailed flash reports, and monthly, quarterly, and year-end accounting updates, reports, and tax forms
- ✓ Actively manage the accounting email account while keeping the inbox organized and flagged for high priority items and reminders

- ✓ Assisting with monthly hours summaries for compliance reporting
- ✓ Communicate with suppliers, vendors, and clients on the behalf of the company, as it relates to accounting and invoicing needs
- ✓ Prioritize multiple responsibilities simultaneously and, following up on issues quickly and thoroughly
- ✓ Prepare internal and external correspondence
- ✓ Be a strategic thinker to anticipate and resolve challenges
- ✓ Performs other duties as assigned

REQUIRED

- ✓ Minimum of 5 years of experience in an accounting/bookkeeping/accounts receivable/payable role
- ✓ Bachelor's degree in Finance, Accounting, Business Administration, etc.
- ✓ Possess advanced QuickBooks desktop skills and working experience; fluency required (testing required)
- ✓ Must have excellent math skills and very strong Microsoft Office Excel skills
- ✓ Must have strong work ethic – strive for excellence, accuracy, and efficiency, while being dependable and going the extra mile
- ✓ Must have high level of personal integrity, professionalism, and business ethics
- ✓ Must remain engaged, proactive, and positive even when challenges arise; take ownership the role, and be fully accountable for your success
- ✓ Lives and breathes our company mission and embraces the company's core values
- ✓ A positive, 'can do', energetic, and engaging attitude to achieve results; sense of humor is highly valued
- ✓ Be able to see through the clouds and anticipate issues, with solutions at the ready
- ✓ Meticulous attention to detail and excellent organizational skills
- ✓ You strive to perform your best, and love working in a team environment
- ✓ Highly resourceful – you are assertive about asking questions
- ✓ Be a self-starter
- ✓ Responsive and highly communicative – confirming assignments and expected deadlines and outcomes
- ✓ Take appropriate follow-up actions as necessary
- ✓ Manage last minute changes and reprioritize with a positive attitude
- ✓ Must have exceptional verbal and written communication skills
- ✓ Proven ability to ensure confidential information is handled and maintained with discretion
- ✓ Demonstrate a high level of professionalism and maturity

TRAVEL

This position is not expected to require overnight travel.

WORK ENVIRONMENT

The Staff Accountant will work primarily from the office, and may transition to a hybrid environment after a few months, and this position will require using a computer, tablet, and cell phone. This position will require candidate to reside in southern California. Due to client and company needs, there will be the need to work outside the typical work hours, on evenings and weekends to support deadlines, and/or month end completion dates.

Pangea Received Los Angeles Department of Water and Power's Small Business Enterprise/Women-Owned Business Enterprise Contractor of the Year Award, and was Nominated for San Diego Gas & Electric Company's Best in Class Award.

Pangea Biological, headquartered in Carlsbad, California with a satellite office in Phoenix, Arizona, specializes in providing environmental consulting services to the energy and infrastructure sectors. In 2006, Pangea was founded on the principles of **Quality, Integrity, Honesty, Commitment, and Teamwork**. We are committed to excellence; "good enough" is not in our vocabulary, and we set big goals to inspire ourselves and others. We are team players who are enthusiastic, responsible, highly motivated, passionate about our environment, and strive for success. Pangea excels as a partner to our clients by providing environmental services to the energy and infrastructure sectors for permitting and planning, environmental compliance monitoring and inspection, natural resources support, biological surveys and monitoring, agency strategy and consultation, stormwater compliance support, constructability reviews, and environmental training. As we expand our team, we are looking for highly qualified individuals who are energetic, forward-thinking, and motivated to work with our company!

Pangea is certified as a Woman-owned Business Enterprise (WBE) with the Supplier Clearinghouse (California Public Utilities Commission) and Women's Business Enterprise National Council (WBENC), Women Owned Small Business (WOSB) with WBENC, and Small Business (SB) with the California Department of General Services. [**View Pangea's Capabilities Statement here.*](#)

BENEFITS OVERVIEW

The following benefits are offered once employee meets eligibility and qualifies for each benefit.

WELLNESS PROGRAM

- ✓ *Company pays your time for the weekly stretching with a Doctor of Physical Therapy*
- ✓ *Company pays your time for weekly yoga with a Doctor of Physical Therapy*

HEALTH AND DENTAL INSURANCE

- ✓ *Company pays portion of month premium for employee*

VISION INSURANCE

- ✓ *Voluntary participation with employee to pay monthly premium*

FSA AND HSA

- ✓ *Company offers FSA and HSA for employees*

401K PLAN

- ✓ *Company matches employee deferrals up to 4 percent, once eligible to participate*

EMPLOYEE ASSISTANCE PROGRAM (EAP)

- ✓ *Company paid benefit*

LIFE INSURANCE

- ✓ *Company pays for \$50,000 of life and AD&D insurance*

OTHER INSURANCE

- ✓ *Long-term disability insurance*
- ✓ *Optional supplemental insurance coverages for hospital, critical illness, and accidental injury*

TIME OFF

- ✓ *Vacation time accrual with increases based on years of service based on eligibility*
- ✓ *Sick time*
- ✓ *Pangea observes 10 holidays annually*

PROFESSIONAL GROWTH AND DEVELOPMENT

- ✓ *Company pays your time and program fees for development and training opportunities that are determined by the company*

Pangea Biological is proud to be an Equal Employment opportunity employer who values diversity. It is the policy of Pangea Biological to take affirmative action to employ and to advance in employment, all persons regardless of race, color, religion, gender, national origin, sexual orientation, gender identity, age, marital status, genetic information, status as an individual with a disability, status as a protected veteran, or other applicable legally protected characteristics, and to base all employment decisions only on valid job requirements.

Please email your resume to recruiting@pangeabiological.com.