

ACCOUNTING ASSOCIATE POSITION AT PANGEA BIOLOGICAL

POSITION SUMMARY

This position will report to the Chief Financial Officer (CFO) and also support the Chief Executive Officer (CEO) while working closely with all team members, key partners and contractors. The ideal Accounting Associate will be detailed-oriented, diplomatic, professional, maintain a high level of confidentiality, and strive for accuracy and precision. This is a **full-time remote** position, hours and work schedule can be flexible, and may vary depending on company needs. At times, there are high priority deadlines based on company and client 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
- ✓ Tracking, identifying issues, creating, entering, and support with approximately 275 invoices per month to input to QuickBooks Desktop and client's SAP CCMS system (combination of Pangea-only invoices and subcontractor invoices (12+ active subcontractors),
- ✓ Coordinating with subcontractors and clients for billing details and invoice modifications
- ✓ Entering and tracking accounting, invoicing, and billing information in QuickBooks Desktop, Microsoft Excel, Microsoft Planner, and Microsoft OneNote
- ✓ Preparing daily, weekly, monthly, and quarterly updates for the CFO and CEO, as related to the company's accounting, billing, and invoicing information
- ✓ Processing accounts receivables and accounts payables
- ✓ Preparing weekly check run (or, as needed)
- ✓ Summarizing, categorizing, and preparing credit card statements (one company credit card with four users)
- ✓ Preparing and coding electronic payments to vendors (insurance, fuel, vehicle lease, etc.)
- ✓ Maintaining accounting ledgers by posting account transactions
- ✓ Month-end accounting procedures and reconciliation (including bank with multiple accounts)
- ✓ Developing, producing, and managing accounting/invoicing/payroll schedules and timelines for internal team members, and external suppliers and vendors
- ✓ 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
- ✓ Recording changes affecting net wages such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records
- ✓ Reviewing wages, computing, and correcting errors to ensure accuracy of payroll
- ✓ Bi-weekly internal processing of payroll and tax liabilities using QuickBooks Desktop
- ✓ Actively manage the accounting email account while keeping the inbox organized and flagged for high priority items and reminders
- ✓ Updating, organizing, and running query reports in QuickBooks Desktop and QBTime/TSheets
- ✓ Entering billing/job codes into QuickBooks Desktop/QBTime/TSheets

- ✓ 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
- ✓ Preparing weekly detailed flash reports, and monthly, quarterly, and year-end accounting updates, reports, and tax forms
- ✓ Handling employee payroll and accounting requests and questions

QUALIFICATIONS:

- ✓ 3+ years of experience in an accounting/bookkeeping/accounts receivable/payable role preferably in a services-based organization
- ✓ Bachelor's degree in Finance, Accounting, Business Administration highly preferred
- ✓ Advanced QuickBooks Desktop skills and work experience (skills test will be required)
- ✓ Must have excellent math skills with exceptional Microsoft Office Excel skills
- ✓ Must learn quickly and follow directions accurately
- ✓ 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 in the role and with assignments, and be fully accountable for your success
- ✓ Embraces our 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
- ✓ Highly resourceful – being assertive about asking questions
- ✓ Be a self-starter while striving to perform your best, and take appropriate follow-up actions
- ✓ Responsive and highly communicative – confirming assignments and expected deadlines and outcomes
- ✓ Must be capable of working independently and collaboratively
- ✓ 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

COMPANY SUMMARY

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, geographic information service (GIS) mapping and data management, 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 team! Pangea is certified as a Woman-owned Business Enterprise (WBE) and Small Business (SB).

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.

VACCINATION REQUIREMENT: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for either a) a certain medical condition(s); or b) on the basis of sincerely held religious beliefs and practices.