

## **Employment Opportunity: Staff Accountant**

**November 2022**

INSPIRE Environmental is hiring a **Staff Accountant**

We are a growing environmental science consultancy, based in Newport RI, and looking to add an exceptional **Staff Accountant** to our team. INSPIRE is an integrated team of skilled marine environmental scientists and analysts trained to interpret and contextualize the seafloor. Our team works together to provide holistic assessments based on geology, oceanography, benthic ecology, and fisheries science. Our projects are always diverse in scope and complexity and may take place anywhere around the world.

### **Position Summary**

As Staff Accountant, you will be responsible for assisting with the preparation of monthly and weekly financial reports, developing and maintaining budgets, and generating various reports for financial analysis. Reporting to INSPIRE's Financial Controller, you will be responsible for day-to-day accounting functions involving transaction coding, reviewing general ledger accounts, preparing journal entries, preparing payroll for review, and assisting with Accounts Receivable (A/R) and Accounts Payable (A/P) functions.

### **Essential Functions**

- Process accounts payable and cash disbursement functions
- Compile credit card statements and supporting documentation from card holders
- Prepare accounts payable for weekly check disbursements and review payment proposal with Financial Controller
- Oversee maintenance of accounts payable files and records; act as primary point of contact for vendors
- Assist with preparation of monthly invoices
- Run bi-weekly payroll
- Support preparation of weekly cash flow reports
- Support preparation of monthly and quarterly financial reports
- Reconcile year-end insurance audits

### **Competencies**

- High level of organization; attention to detail
- Ability to manage multiple tasks and deadlines
- Critical thinking, problem solving
- Ability to work effectively as part of a team
- Flexibility to adapt to changing schedules and priorities

### **Desired Experience and Education:**

- Ability to demonstrate above competencies and a functional understanding of GAAP principles. This may be through educational experiences such as, BS/BA in Accounting or Finance or equivalent or on-the-job experiences, or a combination of both.

- 1-2 years' experience as bookkeeper or accountant at small or medium sized business
- Proficiency with financial systems applications and MS Office, specifically Excel

**To Apply:**

Please consider your experience and capabilities in relation to the Position Summary and Competencies presented above. If you think we are a match, please send your CV, a cover letter, and three professional references to Careers ([careers@INSPIREenvironmental.com](mailto:careers@INSPIREenvironmental.com)) and put "**Staff Accountant**" in the subject line. Qualified candidates will be contacted by email and invited for a phone interview.

**We are building a progressive, flexible team to respond to new and exciting work, join us!**

At INSPIRE, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. INSPIRE believes that diversity and inclusion are critical to our success as a company, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

*No recruiting agency calls or resumes please.*