

# Full Charge Bookkeeper

**Location: NE Portland**

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## **Job Responsibilities:**

This in-office position oversees bookkeeping, accounting, business licensing, and company insurance accounts for Mosaic Ecology. The role works closely with a diverse group of project managers to support and manage the company's financial operations, ensuring accuracy, regulatory compliance, and strong partner relationships. Responsibilities include:

- Manage payroll processes including certified payroll, timekeeping, paid time off tracking, and employment taxes
- Prepare and issue client invoices for completed work; track receipts and maintain records necessary for accurate billing
- Monitor company expenses and perform regular reconciliation of credit card and bank accounts
- Prepare and analyze financial reports for management
- Ensure compliance with federal, state, and local tax obligations; file required reports and advise management on necessary actions
- Maintain company records, including business and professional licenses, insurance policies, and vehicle registrations
- Work with external accountants to ensure timely payment of payroll taxes, quarterly taxes, and other business-related taxes
- Work with the company's health insurance navigator and Operations Coordinator to track and reconcile health insurance deductions from employee payroll
- Ensure timely payment to all vendors and service providers
- Manage SAIF workers' compensation quarterly reporting and coordinate with auditors on an annual basis

## **Skills Requirements:**

- Minimum of 3 years of bookkeeping experience
- Experience managing payroll, including certified payroll
- Proficiency in QuickBooks Desktop, QuickBooks Time, and QuickBooks Online
- Experience with Microsoft Office and Google Drive Suite (or ability to learn quickly)
- Strong written and verbal communication skills
- Ability to communicate and work effectively with people from diverse backgrounds
- High level of discretion and professionalism when handling confidential information
- Proficiency in speaking, reading, and writing in English

## **Schedule and Benefits**

- Work-Week: Approximately 40 hours per week
- Wage: \$28- \$34/ hour depending on experience
- 6 paid holidays (New Year, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas)
- Paid Time Off: 160 hours of PTO provided on an annual basis. This includes 40 hours of sick time as required by law.
- 16 hours of paid professional development and up to \$300.00 of financial assistance
- 8 hours of paid volunteer time per year
- Health Insurance: Comprehensive medical, dental, and vision plans with 80% employer contributions
- SIMPLE IRA retirement plan with 3% employer match

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