

**SERA Architects Inc.**  
Bookkeeping/Accounting Assistant  
**Part-time 25 – 28 hours per Week**  
**Monday – Thursday**

**Job Title:** Accounting Assistant  
**Department:** Accounting  
**Reports To:** Project Accounting Manager  
**FLSA Status:** Non-Exempt

**Summary**

Provides bookkeeping and administrative support to the accounting department.

**Essential Duties and Responsibilities**

- Collect, review for accuracy and process weekly timesheets
- Collect, review, and process reports for monthly job cost
- Prepare and issue monthly project billing invoices
- Project billing/job cost project and other document filing
- System set up of new project numbers
- Review, code and entry of consultant invoices
- Organization and maintenance of accounting archives
- Any other duties as needed

**Knowledge, Skills, and Abilities**

- Minimum 3 years of bookkeeping experience required
- Highly developed attention to detail
- Ability to prioritize and efficiently complete duties of position
- Ability to multi-task and meet deadlines under pressure
- Initiative and sense of responsibility
- Professional communication skills including clear, legible, and grammatically correct writing
- 10-key by touch
- Ability to lift up to 40#
- Advanced skill in Microsoft Outlook, Word and Excel