



ACCOUNTING TECHNICIAN - JOB DESCRIPTION

WHO WE ARE

KC Harvey Environmental is a growing environmental consulting and field services firm headquartered in Bozeman, Montana, with regional operations in Sheridan, Wyoming; Stanley, North Dakota; and Rawlins, Wyoming and remote operations throughout the Rocky Mountains and Northern Great Plains.

Our team provides a crucial companion for industries with reclamation, restoration, or remediation needs — energy and mining industries and state and federal agencies — by combining a breadth of consulting, engineering, and field service capabilities with a proven depth of environmental expertise.

As evidence-driven professionals, we're committed to solving problems and finding paths forward, and we constantly pursue interesting and challenging projects all across the western United States.

WHAT WE'RE LOOKING FOR

We are currently seeking part-time accounting technicians. Remote options are available and flexible schedules can be arranged for students to work part time (10-20 hours) during the school year and full time during the summer.

Projects and duties include:

- Invoicing clients, including gathering information and data entry related to time and materials used for each project
- Processing accounts payable, including obtaining approvals, coding invoices, and maintaining vendor files
- Processing new hires and assisting with payroll functions
- Preparing and processing journal entries and account reconciliations
- Providing some general office administrative support
- Assisting with the implementation of new accounting software
- Providing information and assistance to staff, project managers, and executives to help them run the business and projects effectively and efficiently

WHAT YOU'LL NEED

Applicants must have:

- Pursuing a degree in Business or Accounting
- Strong attention to detail
- Good communication and interpersonal skills
- Good analytical and problem-solving skills
- Solid computer skills.
- Prior Accounting or Bookkeeping experience preferred
- Experience using MS Office, Word, Excel, Teams, NetSuite a plus

WHAT YOU'LL GET

This is an hourly position starting at \$20 per hour although negotiable depending on experience and skills. We offer competitive benefits including 401(k) with matching, health, vision, dental, long-term disability life insurance, & health savings accounts, 10 paid holidays each year and paid sick leave for employees who average more than 24 hours per week. Continuing education and professional development opportunities are also provided.

SOUNDS LIKE YOU?

To apply, please submit a cover letter, resume and references to careers@kcharvey.com. Please note that official transcripts may be requested to validate education.

QUESTIONS?

Call Ashlie Green (406) 491-0262 or email agreen@kcharvey.com.