

KC HARVEY

ENVIRONMENTAL CONSULTING, ENGINEERING AND RECLAMATION FIELD SERVICES

2019 Accounting Positions

Job Title: Accounting Technicians, Accountants
Company: KC Harvey Environmental, LLC
Industry: Environmental Consulting
Location: Bozeman, Montana

KC Harvey Environmental, LLC is an integrated environmental consulting and field services firm headquartered in Bozeman, Montana that provides soil, water, vegetation, and wildlife and reclamation services to clients in the oil and gas, energy transmission, mining industries and governmental agencies primarily in the Rocky Mountain region.

KC Harvey Environmental is seeking accounting technicians, and degreed accountants for our office in Bozeman. Flexible schedules and can be arranged for the accounting technicians and accounting positions; for example, they can be part time during the school year and full time during the summer.

Primary Responsibilities:

- Invoicing clients, including gathering information and data entry related to time and materials used for each project
- Job costing, tracking and reconciling projects costs
- Processing accounts payable, including obtaining approvals, coding invoices, preparing disbursements and maintaining vendor files
- Prepare and process journal entries and account reconciliations
- Preparation of monthly and project financial reports
- Payroll processing backup and assist with HR functions
- Provide information and assistance to staff, project managers, and executives in order to help them run the business and projects effectively and efficiently

Qualified Candidates Will Have:

- A BS in Accounting, or working toward a BS in Business or Accounting
- Prior bookkeeping and accounting experience preferred
- Strong analytical and problem solving skills
- Excellent computer skills including experience using Excel, Word and accounting software packages such as QuickBooks
- Good communication and interpersonal skills

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Salary is dependent on qualifications and experience. Candidates must be willing to maintain high professional and ethical standards, KC Harvey Environmental, LLC is a Drug Free workplace and candidates will be required to participate in a pre-employment drug screening.

To apply, please submit a cover letter, resume and three references to careers@kcharvey.com.

While this job description is specifically for a position based in Montana, we are continuously recruiting and hiring the following types of people for all locations: environmental scientists, soil scientists, plant/weed/rangeland/forest/wetland ecologists, wildlife biologists, reclamation scientists and technicians, environmental/chemical/civil/geotechnical/water resources engineers, geologists/geoscientists, construction managers, business/accounting professionals, safety professionals, as well as seasonal labor positions. Please feel free to submit your application to careers@kcharvey.com for consideration for positions and locations other than the one described above.