

**Job Title:** Accountant  
**Company:** KC Harvey Environmental, LLC  
**Location:** Bozeman, Montana

KC Harvey Environmental, LLC is an integrated environmental consulting and field services firm headquartered in Bozeman, Montana that provides environmental and reclamation services to clients in the oil and gas, energy transmission, mining industries and governmental agencies throughout the United States.

We are seeking a degreed accountant with a minimum of three years of experience to join our Bozeman team. This is a unique opportunity to put your accounting skills to work in a dynamic and challenging workplace while contributing to our company goals of environmental excellence.

**Primary Responsibilities Include:**

- New project and vendor setup.
- Invoicing clients, including gathering information and data entry related to time and materials used for each project as well as unit price billing.
- Job costing, tracking and reconciling projects costs.
- Preparing and analyzing project profit margins.
- Assisting project managers in developing project budgets and bids.
- Reviewing accounts payable, assisting with obtaining approvals, coding invoices, preparing disbursements and maintaining vendor files.
- Preparing and processing journal entries and account reconciliations.
- Preparation of monthly and project financial reports.
- Providing information to 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 with 3+ years accounting experience
- Strong analytical and problem solving skills
- Strong knowledge of Microsoft Excel
- Excellent computer skills, including experience with Microsoft office suite
- Experience with QuickBooks preferred
- Cost or construction accounting experience preferred
- Good communication and interpersonal skills and ability to effectively interface with staff members and managers at all levels.

Salary is dependent on qualifications and experience. Benefit package includes health, dental, vision insurance, life insurance, long term disability, 401K with company match, vacation, and paid holidays. 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 and alcohol screening.

To apply, please submit a cover letter, resume and a list of three professional references to [careers@kcharvey.com](mailto:careers@kcharvey.com).