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**Title of Position**  
Staff Accountant

**Team/Department**  
Finance/Operations

**Reports To**  
Manager of Finance & Ops

**Accountable To**  
Finance

### **Position Summary**

The Staff Accountant performs accounting and finance tasks, assists operations personnel and provides support to the engineering department.

### **Core Tasks and Responsibilities**

- Invoicing
  - Generate invoices multiple times per month
  - Organize and distribute invoices to clients
  - Monthly invoice reconciliation
- Payroll
  - Bi-monthly processing, to include wage and benefit adjustments and direct deposits
  - Remit payroll taxes, garnishments and 401(k) contributions
  - Calculate, process and pay quarterly payroll taxes
  - Process and distribute W-2s
- Accounting
  - Post accounts receivable payments and follow up on past due accounts
  - Process accounts payable invoices and perform weekly check runs
  - Benefit reconciliations
  - Weekly expense reimbursement processing
  - Monthly B&O tax preparation and filing
  - Process and distribute 1099s
  - Maintain client and vendor records in ERP system
  - Assist the Manager of Finance and Operations with various tasks and projects as needed

### **Position Qualifications and Competencies**

- Associates Degree (AA) or equivalent from a two-year college or technical school; or five years related experience; or a combination of education and training
- Working knowledge of accounting principles, processes and procedures
- Ability to effectively work within a collaborative and professional team
- Experience with Microsoft Office; knowledge of ERPs/Deltek Vision is a plus
- A mindset and work ethic that builds trust and camaraderie
- Above-average communication skills