

STAFF ACCOUNTANT

Sacramento, CA

Formation Environmental (Formation) is searching for a bright, creative, enthusiastic accounting professional to join us in our Sacramento, California office. We are looking for an individual who is passionate, hard-working, a good communicator, and dedicated to working in a team environment to ensure accurate and timely financial recording and reporting. If you are passionate about accounting and client service (internal and external), we would like to meet you.

Position Responsibilities:

- Work closely with the Company's accounting and project-administration team members in our Sacramento office, as well as our Boulder, Colorado and remote offices.
- Lead the accounts payable process, including assembly and review of expense reports, ensuring compliance with contract-specific requirements and deadlines.
- Process accurate and timely monthly invoicing.
- Assist with accounts receivable as needed.
- Work with Managing Partners on generating routine project and company / office financial tracking / reporting.
- Work with Project Managers and Project Administrators to manage project budgets and controls, and to generate routine project financial tracking / reporting for internal and select client use.
- Set up new projects and update cost rates.
- Verify employee time sheet entry weekly and enter time for flex employees.
- Assist with bi-weekly payroll.
- Assist with the year-end accounting process.
- Complete special projects as assigned by Accountant, Managing Partners, Project Managers, Project Administrators, and others.

Required Qualifications:

- Degree in accounting, finance, or similar field.
- 3+ years of relevant, hands-on accounting or bookkeeping experience.
- Knowledge of accounting principles and financial reporting procedures.
- Proficient to advanced knowledge of QuickBooks (QB), BillQuick (BQ), as well as Microsoft Office applications, including Word and Excel.
- Detail oriented with strong organizational skills.
- Must have the ability to appropriately handle sensitive and/or confidential information.
- Ability to prioritize, multi-task and meet deadlines.
- Excellent customer service with individuals at all levels both internal and external.
- Strong communication skills (verbal and written).
- Ability to pass a background check.

Formation offers benefits for full-time positions. These benefits include medical, dental, and vision coverage along with a 401K plan, short- and long-term disability, life insurance, vacation and sick days, and additional optional benefits. The salary range for this position is \$65,000 to \$80,000 per year, commensurate with education, experience, and ability.

Employment offers are contingent on the results of background checks, including employment history, criminal background, and the Federal Watch List. All background checks will be conducted in accordance with all local, state, and federal laws. To apply for this position, please submit a cover letter and resume to hr@formationenv.com.

About Formation Environmental

Formation Environmental is a rapidly growing consulting firm with offices in Boulder, CO, Sacramento, CA, Calipatria, CA, Portland, OR, Boise, ID, and project offices throughout the U.S. Our multi-disciplinary team provides scientific, technical, and strategic expertise in environmental engineering, soil science, water resources, vegetation management, and remote sensing.

Our scientists and engineers are working with clients on some of the most challenging environmental issues facing our world today. Many of our clients have complex and unique challenges that require a customized solution to meet regulatory requirements, compliance driven schedules, programmatic improvements, risk management, stakeholder engagement, or advanced geospatial insights. Our team excels at working with each client to characterize problems and to create solutions through applied science and cutting-edge technology. To achieve this objective, many of our team members collaborate effectively across multiple practice areas (and with outside teaming partners) to assemble the best combination of experts to meet our client's needs.

Formation provides an exciting work environment with opportunities for mentorship and professional growth, including:

- Participation in professional societies, research projects, workshops, and scientific conferences
- Collaboration with teaming partners, research facilities and academic organizations
- Encouragement to explore new markets, technologies, methodologies and collaborate within and outside the company with the goal of pairing client opportunities and challenges with advanced technology and expertise.