

GURRIMATUTE

Accounting Clerk

The Accounting Clerk's primary function is to assist the Finance Operations Manager in specific tasks and assignments, including but not limited to various forms of data entry and document control; numerical review of contracts; vendor/sub-consultant correspondence and digital and hardcopy filing. The Accounting Clerk should be a sharp and perceptive mathematically minded individual, who is receptive to training, teaching and who is passionate about working with numbers.

Job Responsibilities

- Digital data entry of pursuit/project backlog from [hard] files into the Company's various platforms, including the Project Management Platform (BQE CORE)
- Follow-up with project team members for collection of project status information
- Process Principals' expense reports and receipts
- Request, collect and track Certificates of Insurance (COIs), W-9 forms and insurance renewals from the Company's various sub-consultants
- Monitor all vendor sub-contracts
- Assist in the collection of year-end documents for the Certified Public Accountant (CPA)
- Adhere to Standards of Procedures (SOPs) and other company-related protocol
- Filing of paper and electronic documents
- All other administrative duties as assigned

Essentials/Core Competencies & Soft Skills

- Organized, detail-oriented and 'anchored,' with a resolute ability to focus
- Basic but observant mathematical skillset; can locate potential numerical mistakes
- Systems and process-driven, able to adhere to operational procedures
- A bright, astute and intuitive individual who possesses strong critical thinking and problem-solving skills
- Has the ability to quickly adopt new or changing technologies, methodologies, and applications
- Has the ability to work in a team environment, with multiple project managers, and on multiple small projects simultaneously
- Self-disciplined and motivated with strong interpersonal skills
- Strong verbal/written communication
- English proficiency (Spanish is a plus) with excellent spelling and proofreading skills
- Valid State of Florida driver's license and dependable transportation
- A strong interest to grow in your career with an anti-complacent yet humble willingness to constantly learn along the way

About Gurrimatute

Gurrimatute is an award-winning architectural firm, established for over 27 years and headquartered in South Florida. A small-business-certified firm, Gurrimatute specializes in market sectors that pose a significant positive impact on the community, such as Transportation (Aviation and Seaports), Civic/Federal, Educational, and Healthcare. Gurrimatute continues to have a strong, ever-growing backbone in public outreach and community-centric projects that influence the betterment of our local society. The clear intention is to make a distinctive footprint on the A/E/C industry and the rest of the community, and the Firm savors our ability to provide opportunities to professionals who share this same passion.

Job Requirements

Job Title

Accounting Clerk

Job Type

Part-Time (12-20 hours per week)

Location

10 Fairway Drive, Deerfield Beach, FL 33441. This is an on-site (not remote), daytime position.

Industry

Architecture/Engineering/Construction (A/E/C)

Work Experience

Prior work experience in Finance not required, however is preferred. On the Job Training will be provided.

Education

Minimum High School Diploma | Associate in Arts (AA)/Accounting or Finance student preferred.

Computer Skills

Microsoft Office 365 (Word, Excel, Teams, and SharePoint)

QuickBooks preferred.

Benefits

Flexible work schedule.

Submit Resume to:

careers@gurrimatute.com

