



Job Posting | **Accounting Assistant**

Land IQ is seeking an Accounting Assistant in its Sacramento, California office to assist the Chief Financial Officer in our office administration needs.

Land IQ is a science and technology consulting firm specialized in providing solutions to challenging agricultural and environmental problems throughout the western United States. Our areas of expertise include water quality and demand evaluation, agricultural systems, regulatory policy, remote sensing and geospatial analysis, salinity and nutrient management, soil science, and ecosystem restoration. Land IQ helps clients develop high value, scientifically sound, proactive solutions to their complex, large scale, land-based challenges.

The successful applicant will be responsible for working with our technical team comprised of a range of science, remote sensing, GIS and engineering disciplines. This candidate must have accounting experience and skilled in reconciliations, expense reports and billing. Applicants must have strong organizational skills and the ability to be resourceful in seeking solutions as they present themselves in an office environment. The applicant must also have a demonstrated ability to manage multiple tasks. This person must be adaptable to concurrent work demands, value integrity and enjoy collaboration and teamwork.

Office Locations: Sacramento and Los Angeles, CA

Position Location: Sacramento, CA

Hiring Timeframe: Immediate

Employment Type: Full time, including benefits

Primary Responsibilities:

- Maintain office supply inventory
- Disburse vendor invoices as they are received, forwarding payables to appropriate managers for approval
- Pull timesheets
- Assistance in maintaining files and scanning documents
- Enter expense reimbursements and coordinate with CFO for payroll and billing
- Management & billing of all invoices, including tracking and submission
- Updating of Project Budget Summaries
- Contract management support
- Assist CFO in all areas of accounting including Accounts Payable, Accounts Receivable and Payroll
- Assist CFO during audits
- Assist CFO during monthly and year end close
- Executive team support
- Front office coverage including phones, daily mail and FedEx

Required Qualifications

- **Education:** College degree in Accounting or Business Administration Preferred
- **Experience:** 1-4 years of accounting or business administration support experience
2 years of customer service experience
- Understanding and knowledge of accounts payable, accounts receivable and billing.

Skills Required

- Excellent interpersonal and written communication skills
- Organizational skills with attention to detail
- Research skills
- Reasoning ability, accounting/mathematical ability, and logical thinking skills
- Understanding of the numbers and their interaction billing and projects
- Problem solving skills
- Proficient with the use of computers and software including but not limited to Microsoft Excel, Word, PowerPoint and Outlook

Professional Skills

Positive/enthusiastic attitude, passionate about professional pursuits, strong organizational, communication and writing skills, personable, ability and desire to learn, and attention to detail. Enthusiastic about guiding and mentoring team members to reach team and organizational goals.

Contact

Please send resume/cover letter to cgudel@landiq.com. Also visit our website for more information at www.landiq.com.



Land IQ is a multidisciplinary environmental consulting firm that emphasizes a solution-oriented approach for a broad range of clients and geographies. We offer highly competitive compensation, a complete benefits package, 401K, and funded training and development opportunities. Our Sacramento office is centrally located in northern California in a thriving region of culture and arts and in close proximity to a full range of recreational activities associated with the Sierra Nevada and Coastal mountains, scenic rivers, Pacific coast, and California foothills.
