

## **Bookkeeper**

Bookkeeper is needed to support accounting for a small business consisting of both a consulting engineering company (Olson Engineering, Inc.) and an instruments manufacturing company (Olson Instruments, Inc.) with national and international customers. The position of Bookkeeper maintains financial transaction records. Experience in purchasing and inventory is a must with job costing experience also desirable.

Skill sets needed include:

- Purchasing/Inventory for manufacturing
- Job Costing
- A/R Invoices
- A/P Payables
- Expense Reconciliation
- MS Excel, Word, Access Database Competency

Candidate must be an honest, detail oriented person and a problem solver. Required bookkeeping experience is 5+ years. They should demonstrate excellent written and verbal communication skills. We are looking for a person who shows efficiency, persistence, and innovation in their professional work. In addition the bookkeeper must be able to work alone and with others.

Olson Engineering, Inc. provides services for nondestructive evaluation of conditions of civil structures such as: bridges, dams, buildings, tunnels and other infrastructure projects. In addition, we perform geophysical investigations for civil engineering projects. Olson Instruments, Inc. manufactures instruments for nondestructive materials evaluation for civil engineering projects. Our corporate office is in Wheat Ridge, Colorado. We also have a branch office in Rockville, Maryland (Washington DC area).

Qualifications:

5 years' experience in bookkeeping with inventory experience

Associate's Degree desirable

Sage BusinessWorks or other Sage Accounting Systems experience desirable

IT support experience a plus

Pay and Benefits:

Salary and vacation commensurate with experience plus HSA health care plan with family/spouse contribution.

Email resume to [Larry.Olson@OlsonEngineering.com](mailto:Larry.Olson@OlsonEngineering.com), Larry Olson, President, Olson Engineering, Inc., 12401 W. 49<sup>th</sup> Avenue, Wheat Ridge, CO 80033 or call 303-423-1212.