



FEN.ES.TRA.TION

:The arrangement, proportioning,
and design of windows + doors in
a building.

Accountant+Administrative Assistant

We are seeking a highly skilled and detail-oriented Accountant + Administrative Assistant to join our growing team on a part time basis to start. As a leader in luxury European windows and doors, we specialize in bespoke architectural solutions for custom luxury residential projects throughout the Rocky Mountain region and beyond.

The successful candidate will play a critical role in managing the company's financial operations, ensuring accurate reporting, maintaining strong internal controls, and supporting strategic decision-making. This position requires an experienced accounting professional who can thrive in a fast-paced, project-driven environment while maintaining the highest standards of accuracy, confidentiality, and professionalism.

STATUS
WAGE
LOCATION

Part-Time
\$31.00 - \$36.00 an hour depending on experience
Missoula Montana



KEY RESPONSIBILITIES

Financial Management & Reporting

- + Manage all day-to-day inputs into QuickBooks, including coding, categorization, and reconciliation of expenses and budgeted items
- + Maintain GAAP-aligned bookkeeping standards; prepare monthly financials for review.
- + Oversee Accounts Receivable: monitor aging, coordinate with team members for insights, initiate collection steps, coordinate with clients as needed, ensure cash flow predictability.
- + Process and schedule vendor bill payments; monitor for accuracy and timely disbursement.
- + Verify accurate categorization of all event-related COGS by the events team so margins and profitability can be assessed at the individual event level.
- + Review and approve all employee expense reports for policy compliance, coding accuracy, and documentation completeness.
- + Track all reimbursable client expenses; ensure they are invoiced accurately and collected fully.
- + Run routine and ad-hoc financial reports for executive decision-making.

Project & Job Cost Accounting

- + Monitor project profitability and job costing across all projects.
- + Track project budgets, costs, change orders, deposits, progress billings, and final invoicing.
- + Work closely with project managers to ensure accurate financial tracking and reporting.
- + Analyze gross margins and identify opportunities to improve profitability and operational efficiency.

Accounts Receivable & Accounts Payable Oversight

- + Oversee invoicing, collections, and customer payment tracking.
- + Monitor aging reports and proactively manage outstanding receivables.
- + Review vendor invoices and ensure timely payment processing.
- + Assist in vendor account management and purchasing controls.

Inventory & Manufacturing Accounting

- + Support manufacturing cost analysis and material usage reporting.
- + Assist with inventory audits and reconciliation procedures.
- + Analyze production costs and identify opportunities for improved cost control.

Process Improvement & Strategic Support

- + Identify opportunities to streamline accounting workflows and improve reporting accuracy.
- + Identify bottlenecks, eliminate recurring administrative friction, and standardize workflows. Proactively recommend process improvements and workflow updates to President.
- + Participate in cross-functional projects that improve overall business performance.

Administrative & Executive Support

- + This role extends beyond traditional accounting functions and serves as a trusted business partner to company leadership. This role will assist with various operational and administrative initiatives, including travel coordination, HR administration, benefits management, onboarding support, policy documentation, vendor management, executive scheduling, service claims and remediation, and special projects. The ideal candidate enjoys working in a dynamic environment, embraces a hands-on approach, and is comfortable wearing multiple hats to help drive organizational success.

QUALIFICATIONS

Required

- + Bachelor's degree in Accounting, Finance, Business Administration, or closely related field.
- + 3-5 years of combined experience in office management and full-charge bookkeeping.
- + Advanced proficiency in Microsoft Excel.
- + Advanced experience with QBO.
- + Exceptional analytical, organizational, and problem-solving skills.
- + Strong attention to detail and commitment to accuracy.
- + Ability to manage multiple priorities and meet deadlines in a dynamic environment.

Preferred

- + Experience in manufacturing, construction, building products, or project-based industries.
- + Experience with inventory accounting and job costing.
- + Familiarity with custom fabrication, architectural products, or luxury residential construction.
- + Experience implementing financial process improvements and/or AI initiatives.