

Company Overview

Hutchison-Smith Architects (HSA) is located in beautiful Boise, Idaho. With over 24 years of stable ownership, HSA is a full spectrum architectural firm that has worked closely with our clients, designing a broad range of public and private projects throughout Idaho while supporting our employees in their professional and personal endeavors. Our reputation and relationships earn us many diverse new projects and we need a talented team member to provide our clients with the design and service excellence they have come to expect.

We offer an environment where employees work together in a fun, flexible and inclusive atmosphere. Located in Boise's West End Neighborhood allows for quick access to the Boise River greenbelt, white water park, downtown area, restaurants, freeway access and all that Boise has to offer. Our employees also enjoy excellent compensation and benefits (including flexible work schedules and half day Fridays between Memorial Day and Labor Day weekend) and opportunity for career advancement and professional growth.

Role Summary

HSA has an immediate opening for a Bookkeeper, with a minimum of 2+ years of experience, who is self-motivated with a high level of accuracy. The team member will be working closely with and supporting, architects, project managers and other office support staff.

Role Definition

Job Title: Bookkeeper.

Reporting to: Principal Architect.

Primary Responsibilities

- Document Transaction Details.
- Putting together Monthly/Quarterly/Annual Financial Reports.
- Fact-checking Account Details.
- Notify Principal Architect of any Accounting Errors.
- Calculate Interest Charges.
- Recording Financial Transactions.
- Tracking Payroll Data.
- Meet with Company Accountant.
- Aid in recruiting new employees, coordinating benefits, maintaining confidential files.
- Prepare Contracts.
- Prepare Fee Proposals.

Other Responsibilities

- Assist Support Staff in preparing technical specifications, change orders, proposal requests, architectural supplemental instructions, and field reports.
- Office Promotions.
- Organize office and company meetings and events.
- Ensure that licenses/certifications remain valid and current.
- Manage various insurance policies
- Maintain Access data base and run reports/queries.
- Ensure officer operations/processes are running smoothly.
- Willing to assist wherever necessary.

Qualifications and Skills

- Proficient in QuickBooks.
- Proficient with Microsoft Office Suite.
- Experience with InDesign considered a plus.
- A flexible and open attitude towards new ways of working and commitment to independent, lifelong learning.
- Self-motivated and able to demonstrate initiative and a proactive approach to daily tasks and in response to direct instruction.
- Good interpersonal skills and able to work independently and as part of an effective team, assisting and supporting team members.
- Resilient to cope with conflicting demands, able to prioritize duties, work effectively under pressure, and meet deadlines efficiently and effectively.
- Excellent organization skills.
- Excellent communication skills both written and verbal.
- Legally able to work in the United States.

Desirable

- Previous experience in a Design Professional office.
- Ability to use Photoshop and InDesign considered a plus, but not required.

The description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognize this and adopt a flexible approach to work. Job description will be reviewed regularly and where

necessary revised in accordance with organizational needs. Any major changes will be discussed with the post holder.

Benefits and Perks

At HSA you will find that we are not only dedicated to excellence in our field, but also to fostering a great work environment where our employees are supported in their personal and professional goals.

- A stable, fun, and creative work environment of transparency, trust, and collaboration.
- Flexible work schedule and generous flexible time off plan.
- Competitive Compensation, Perks, and Performance Bonuses.
- Group Health Package (medical, vision, and dental).
- Simple IRA (HSA will match up to 3% of your contributions to the plan).
- Bi-annual profit sharing.