



*committed to the community  
committed to the craft*

Chuckanut Builders is a new school contractor with an old school name. We are excited to be a part of the growing network of new Bellingham businesses that embrace the triple bottom line and believe that work should be fun. We have been recognized as a leader in the community for prioritizing buying local and include green building and building performance principles on all of our projects. Our office is located in downtown Bellingham to be close to local partner businesses and great pastries.

We realize that we're seeking an individual with a varied and broad skillset and recognize that we may not find a candidate that has all of the listed skills. The listed responsibilities are not fixed; this is our dream position that a candidate would eventually fill. Our ideal candidate shares our interest in sustainable building, our desire to make a difference and is interested in growing professionally over time as the business grows.

### **Compensation**

- Hourly based on experience.
- Part time

### **Bookkeeping Responsibilities**

- Manage cash flow
- QuickBooks data entry
- Reconcile statements/credit cards
- Recurring reports: job profitability, work in progress, A/P, A/R, etc.
- Invoicing
- Payroll
- Taxes (LnI, payroll, sales tax, etc.)
- Manage prevailing wage documents
- Manage vendor communications
- Oversee insurance policies
- Meet with clients at contract signings to review payment schedule

### **Office Wizard Responsibilities:**

- Maintain office spaces
- Maintain office supplies
- Oversee office cleaning
- Water plants
- Maintain kitchen supplies (coffee, tea, snacks, and beer.)
- Manage Towards Zero Waste Program

### **Skills**

#### **shop**

1326 N. State Street  
Bellingham, WA 98225

#### **mail**

PO Box 1003,  
Bellingham, WA 98227

#### **phone**

360.734.3201

*[www.chuckanutbuilders.com](http://www.chuckanutbuilders.com)*



*committed to the community  
committed to the craft*

- Proficient with QuickBooks
- Proficient with Microsoft Excel
- Good written and verbal communication skills
- Tech savvy (Google calendars/docs, Dropbox, electronic document management)

**To apply**

Send a letter of interest and resume to [helloboss@chuckanutbuilders.com](mailto:helloboss@chuckanutbuilders.com) with "Office Wizard" in the subject line. Interviews starting immediately and the position will remain open until filled.

**shop**

1326 N. State Street  
Bellingham, WA 98225

**mail**

PO Box 1003,  
Bellingham, WA 98227

**phone**

360.734.3201

*[www.chuckanutbuilders.com](http://www.chuckanutbuilders.com)*