

Chuckanut Builders is a Bellingham-based general contractor that specializes in custom, high performance residential and commercial building projects within Bellingham's core neighborhoods.

We are part of the growing network of Bellingham businesses that embrace the triple bottom line and believe that work should be fun. Since founding our business, we have strived to bring together a crew that is committed to sustainable building and who enjoy the challenge of helping our clients reduce their carbon footprint. Our hope is that our crew looks forward to coming to work (at least most days!) and that our employees can grow professionally within the business.

Weekends and vacations often find us in the mountains, on the water, and spending time with family and friends. Our excitement for these endeavors carries over into our professional lives and the work environment we have created together...and we're looking for an individual who wants to join in this work with us.

## RESPONSIBILITIES

Day-to-day bookkeeping and financial administration tasks including accounts receivable, accounts payable, data entry, reconciling accounts and creating reports in QuickBooks and Excel. Assists the Operations Manager with weekly and monthly reporting, insurance compliance and general business administration. Regularly interacts with Chuckanut Builders' crew, clients and trade contractors both on the phone and in person.

## PREFERRED QUALIFICATIONS

Bachelor's degree in a related field OR 2-4 years relevant experience

Microsoft Office Suite & Quickbooks experience

Clear, professional verbal and written communication skills

Highly organized and detail-oriented

Ability to multi-task, self-start and work independently

Enjoys problem solving

Green thumb

## TO APPLY

Send a cover letter and resume to [info@chuckanutbuilders.com](mailto:info@chuckanutbuilders.com) with "Finance Assistant" in the subject line. Interviews begin February 10, 2020 and the position will remain open until filled.

All qualified applicants will receive consideration. Chuckanut Builders is committed to creating an environment where a diverse crew of folks can show up and do their best work.

**shop**  
1000 N. State Street  
Bellingham, WA 98225  
[chuckanutbuilders.com](http://chuckanutbuilders.com)

**mail**  
PO Box 1003  
Bellingham, WA 98227

**phone**  
360.734.3201

## CORE VALUES

Stewardship

Authenticity

Innovation

Collaboration

Craftsmanship

## DETAILS

15-20 hours per week

Flexible schedule

8am-4pm, in-office

Pay is hourly based on experience

Paid sick leave and paid family and medical leave (per WA law)