



Company Overview:

BCER provides mechanical, electrical, plumbing, lighting, technology, energy, fire protection, and life safety consulting and design services for facilities and campuses spanning the healthcare, hyperscale data center, science & technology, higher education, K-12, governmental/civic, industrial/manufacturing, and other markets. Our project work spans most of the United States with emphasis in Colorado and the west, as well as in Florida and the southeast. Our physical offices are in Arvada and Colorado Springs, Colorado, and Melbourne, Florida, and we have fully remote employees in many more states and provinces.

Our employees affirm that BCER is truly “A Great Place to Work” with an industry-leading time-off policy, flexible schedules, the ability to “work from anywhere,” and a culture defined by our care for each other and our clients. This is further evidenced by BCER being named a Top Workplace by the Denver Post three years running, an honor directly tied to anonymous survey feedback provided by our own employees.

We look to our employees and our culture as our greatest assets, and we are continuously on the lookout for new and innovative ways to support them in their work and home lives, offering:

- An industry-leading time-off policy
- Remote, hybrid, and in-office work options
- Flexible hours and work arrangements
- Innovative, collaborative, and open office spaces
- Focus on work/life balance
- Health, dental, vision, disability, and life insurance
- 401(k) contribution match
- Professional development

At BCER, we celebrate diversity and are committed to providing an inclusive environment for all our employees. We are an Equal Opportunity Employer and welcome all qualified applicants to “come as you are.”

Accounting Clerk

Reports to: Corporate Controller

Location: Work is on a hybrid basis although this position is primarily an in-office position in our Arvada office.

Position Summary: The Staff Accountant is responsible for providing financial, administrative, and clerical support by processing, verifying, and reconciling bills received and managing and completing regular payments in an efficient, timely, and accurate manner. Assists Corporate Controller with biweekly payroll submissions and general ledger tasks.

This is a full-time position but would be willing to consider someone who would prefer a part-time (27 – 36 hours per week) position.

Position Description:

- Proper coding and entry of invoices (including review for completeness, accuracy, and proper authorizations)
- Select invoices to be paid on a periodic basis, prepare checks/electronic transfers, and send to vendors or employees
- Review expense reports for accuracy and completeness before submission for formal approval
- Monitor submission and approval status of weekly timesheets and provide status updates to Department Directors and Project Managers
- Post above transactions
- Prepare and file 1099s at year-end
- Prepare month-end bank reconciliations
- Assist Corporate Controller with monthly general ledger account reconciliations
- Assist Corporate Controller with biweekly payroll preparation
- Provide W-9s and ACH payment data to clients and vendors as required
- Deposit checks received from clients and other entities via EDS and post the transactions
- Communicate with vendors, clients, and employees to resolve any questions/discrepancies
- Backup Administrative personnel in the following areas:
 - Renewal of PE licenses and other certifications in all states for Engineers
 - Request certificates of insurance from broker in accordance with client/contractual requirements
- Assist with special projects and research, as requested
- Other accounting and administrative responsibilities as assigned

Qualifications:

- 3 years' experience in accounting
- Associate degree in Accounting
- Team oriented, committed to the Department goals and able to work effectively with people at all levels of the organization
- Excellent and tactful written and verbal communication skills and must be able to build and sustain strong working relationships with vendors
- Analytical and detail-oriented, work well independently, and be a self-starter
- Ability to prioritize and multi-task efficiently
- Ability to perform at high levels in a fast-paced, ever-changing work environment
- Ability to anticipate work needs and follow through with direction
- Microsoft Office (especially Excel), Outlook, Teams and ERP experience (Deltek Vision/VantagePoint preferred but not required)

Will negotiate competitive salary, based on experience, within a range of \$23.00 - \$26.00 per hour.

If you are interested in learning more about this position please send a cover letter, your resume and salary requirements to careers@bcer.com.