



Bookkeeper I/II

Job Title: Bookkeeper I/II

Location: On-site, part-time to full-time, hours to be agreed (25 hours per week minimum)

Salary: \$30 - \$36/hour depending on experience

About Us

Admiralty Environmental is a privately owned environmental testing and consulting firm, proudly serving clients since 2005. We're a small, dynamic team of creative and hardworking professionals committed to making a meaningful impact in our industry. Our inclusive workplace values each team member and supports both personal and professional growth.

Position Overview

We're looking for an organized and detail-oriented person to manage day-to-day administrative tasks and support accounting functions. The ideal candidate is a collaborative team player with a high level of accuracy, organization, and strong communication skills. This position has room to grow with the right candidate.

Key Responsibilities

Perform a range of administrative and technical tasks related to accounting and office management:

- Enter financial data into accounting systems, process invoices, maintain accurate records.
- Interface directly with the company's accounting firm.
- Distribute monthly client invoices.
- Manage accounts receivable collections.
- Process accounts payable invoices.
- Support payroll functions for biweekly payroll; perform administrative HR functions.

- Working with the Laboratory Manager, monitor equipment inventory and produce timely reports.
- Maintain up-to-date records of customer contracts, purchase orders, and other details.
- Assist in internal audits, worker's comp audits, and other ongoing reporting.
- Respond to inquiries from vendors and clients.
- Maintain office records and files in accordance with company policies and regulatory requirements.

Qualifications & Skills

- Proven experience in bookkeeping or office administration
- Proficiency with accounting software and spreadsheets (e.g., QuickBooks, Excel)
- Excellent attention to detail
- Strong written and verbal communication skills
- Ability to manage multiple priorities independently

Compensation & Benefits

- \$30 - \$34/hour depending on experience
- Flexible hours (25 – 40 hours/week)
- Continuing education opportunities
- 40 hours of paid personal leave annually
- Additional benefits available for a full-time position:
 - \$400/month health coverage stipend
 - Participation in company 401(k) plan after qualifying
 - Nine paid holidays

How to Apply

Submit your resume and any recent performance reviews to recruitment@admiraltyenv.com. We look forward to hearing from you!