



ACCOUNTING ASSISTANT Job Description

Associates III Interior Design is a full-service residential design firm based in downtown Denver, Colorado, specializing in custom, sustainable home interiors.

We are seeking an Accounting Assistant to provide support and timely information in a collaborative, service-oriented environment. The right person will be flexible with a desire to learn as well as possess the ability to prioritize and manage deadlines.

Key characteristics for success in this position:

- detail oriented, accuracy is vital
- problem solver
- multi-tasker
- exceptional organization skills
- flexible
- willingness and desire to learn and grow
- excellent oral and written communication skills
- possess a strong work ethic
- be a self-starter who is motivated and takes initiative
- able to prioritize and manage deadlines

Primary Job Activities:

- Fully responsible for Accounts Payable and Accounts Receivable including data entry into a job cost environment.
- Temporary entry of timesheets until automated system is implemented.
- Credit card, petty cash, and employee accounts reconciliation.
- Preparation of sales tax and monthly management reports.
- Manage copier job set ups and updates.
- Manage postage machine updates and supplies.
- Support office supply ordering, receiving of deliveries, and telephone call management.
- Assist with client merchandise purchasing in Studio Designer/Webware when needed.
- We operate utilizing the EOS Management System.

Minimum Qualifications:

Professional manner and ability to work in a creative environment.

Excellent verbal and written communication with internal team, clients, and vendors.

Skilled in Microsoft Office including Outlook, Excel, Word, and Teams.

Minimum of 3-5 years relevant accounting background.

Experience with QuickBooks is required.

Knowledge or experience with Studio Designer/Webware a definite plus.

Interest or background in environmental sustainability is a plus.

Company Core Values:

We truly care for people and planet

We act with integrity

We practice environmental stewardship

We work collaboratively and think independently

We step up to challenges

We continuously improve

Other:

Office hours are 8am – 6pm, Monday – Thursday

Opportunity for hybrid working model

Salary and benefits dependent on years of experience and skill level

Forward resume, cover letter and salary requirements to: careers@associates3.com

Associates III Interior Design is an equal opportunity employer. We will not discriminate against any individual based on race, color, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, parental status, military or veteran status, disability, or other applicable legally protected characteristics. Associates III Interior Design provides a workplace environment that allows individuals, teams, and the company to thrive—a place where dynamic, thoughtful, creative individuals actively support each other.