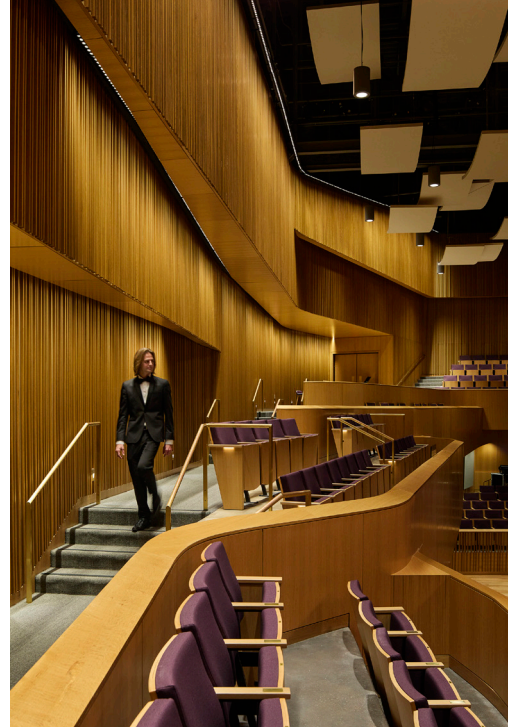


BORA



Accounting Specialist

Bora Architecture & Interiors is seeking an energetic, self-motivated individual who shares our values of positive social impact to join our growing practice in Portland. The ideal candidate will bring previous knowledge of accounts payable, general ledger, and payroll and/or benefits coordination with an interest in working in an innovative, fast-paced environment. We are looking for candidates with a positive attitude and appreciation for our creative and equitable firm culture.

Qualifications

- Highly organized with exceptional attention to detail; ability to produce quality work on time and complete tasks independently
- Able to manage multiple accounting tasks simultaneously and prioritize appropriately
- Comfortable asking questions and proposing solutions
- Excellent verbal and written communication skills
- Familiarity with Microsoft 365, Expensify, Paylocity, Deltek Vision or QuickBooks preferred
- Accounting experience in professional services or design preferred

Roles and Responsibilities

- This is an hourly, non-exempt position
- Responsible for accounts payable and maintains accurate accounting information related to payables and expense reports
- Independently performs a variety of moderately difficult accounting tasks as needed and assigned

- Responsible for vendor/employee setup and database maintenance
- Regularly exercises initiative, judgment and knowledge of Bora practices and organization

Compensation and Benefits

We care about the wellness of your whole person. As such, Bora is proud to offer employees a robust benefits package which includes:

- Comprehensive medical, dental and vision insurance
- Flexible Spending Account (FSA)
- [Paid Family Leave](#)
- Traditional and Roth 401(k)
- Pre-tax TriMet Hop Fastpass
- In-office bike storage
- Continuing education access
- Mentorship opportunities
- Use of the [Bora Beach House](#)

To Apply

Please send your letter of interest and resume to careers@bora.co. In order to counter implicit bias in our recruitment process, we ask that candidates not include headshots in their application.