



Bookkeeper

Bend, Oregon

Are you passionate about aviation, building something with your hands or working on an exciting project for a dynamic, growing company? Epic Aircraft LLC is a manufacturer of high performance single-engine turboprop aircraft based in Bend, Oregon. We are seeking enthusiastic, hardworking candidates to join our fun and growing team. The soon-to-be-certified E1000 will be the fastest, highest performing, most affordable and comfortable, six-place single-engine turboprop in the world.

Position Description:

The Bookkeeper will assist in maintaining records of financial transactions by establishing accounts, posting transactions, processing and running payroll, AP/AR, journal entries, answering questions and any other general clerical duty as assigned.

Your Day-to-Day:

- Process and run payroll checks; monitoring payments made to employees and verifying them for accuracy
- Process employee expense reports
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Comply with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contributes to team effort by accomplishing related tasks as needed

What You Bring to the Team:

- Minimum of 3-5 years accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports.
- Fixed asset tracking experience
- Human resource background is a bonus
- Previous accounting experience helpful
- Ability to perform several tasks concurrently with ease and professionalism
- Ability to operate general office equipment
- Knowledge of regulatory requirements of processing payroll accounting transactions and payroll returns.
- Must be able to keep matters strictly confidential
- Have exceptional customer service skills, an outgoing and upbeat personality and will contribute to a positive working environment.



EPIC AIRCRAFT JOB POSTING

Why Epic Aircraft:

We are truly passionate about aviation and building an amazing aircraft. You will directly contribute to the success of the soon-to-be-certified E1000. We need people who aren't afraid to work hard, be rewarded and have fun! Benefits include:

- Competitive pay
- Company provided Paid Time Off
- Company Paid Health Benefits
- Seven Paid Holidays
- 401k plan
- Temperature controlled environment
- Advancement opportunities
- Friendly team environment
- Fun company events