



GELOTTE HOMMAS DRIVDAHL  
ARCHITECTURE

**Gelotte Hommas Drivdahl Architecture** is currently seeking an experienced Bookkeeper / Office Manager to join our firm.

As a Bookkeeper / Office Manager you will bring your independent judgment in order to plan, prioritize, and organize a diversified workload and continually provide outstanding administrative support and coordination to a dedicated team of Architectural professionals. You will run the office and all that encompasses with primary duties focused on bookkeeping, office management and then marketing assistance duties. You will act as the “face” of the organization to existing clients, prospective clients, partners, vendors, advisors and the general public.

**Qualified Candidates:**

- Must have 5 years of Bookkeeping experience, as 60% of this role is focused on Bookkeeping duties.
- At least 2 years’ experience providing Office Management support, preferably in a small business setting.
- Extensive knowledge of business operations and general administrative procedures.
- Demonstrated ability to drive work, follow up on open tasks, and close out tasks.
- Advanced knowledge of and demonstrated ability to effectively use MS Office (Word, Excel, PowerPoint and Outlook) and QuickBooks as well as other internal computer databases.
- Requires a highly organized individual that thrives independently of others, often working alone and is self-motivated.
- Naturally has a knack for identifying and implementing processes that will create more efficiencies for the practice.

**About Gelotte Hommas Drivdahl Architecture**

For over 30 years, Gelotte Hommas Drivdahl Architecture has provided award winning design solutions and exceptional service for clients in the Northwest and beyond. We strive to be the company of choice when clients want “something special done right”.

Our office is located in Bellevue, WA convenient to shopping, restaurants and a host of other amenities.

**Employment benefits**

- Competitive Pay
- 8 Paid Holidays, 2 Weeks Paid Vacation and 40 Hours Paid Sick Leave
- Health, Vision and Dental Insurance
- 401k plan
- Reimbursement for Approved Continuing Education

Resumes may be directed to [careers@ghdarch.com](mailto:careers@ghdarch.com).