



ACCOUNTING/ADMINISTRATION

About Erickson Consulting Engineers

ECE is a coastal and civil engineering consulting services firm. We provide services to municipal government, private investors, and engineering firms operating in coastal environments. ECE's staff are our most vital resource. We value skill, knowledge, enthusiasm, integrity and commitment. For more information on ECE, please visit our website at www.ericksonconsultingengineers.com

If you want to work for an innovative company, Erickson Consulting Engineers has an opportunity for you in Accounting. Candidate must be detail oriented and an analytical thinker in a company where effort is rewarded.

REQUIREMENTS/RESPONSIBILITIES

1. Budget Management, Data Entry, Accounts Payable, Accounts Receivable (client/project invoicing) and Journal Entries using Quickbooks Professional (Enterprise).
2. Reconcile accounts – bank accounts, credit cards and intracompany transactions
3. Management of fixed assets and depreciation schedules.
4. Document and electronic file management knowledge required.
5. Assist team with special projects as assigned, purchasing and admin/executive support.

SKILLS/QUALIFICATIONS

1. Strong working knowledge of Quickbooks.
2. Attention to detail and experience in following standard accounting procedures
3. Proficiency and advanced level skills for Excel and Adobe Acrobat (selected candidate(s) proficiency testing)
4. BA/BS in Accounting, or business degree and work experience
5. Demonstrated analytical abilities
6. Written and verbal communication skills
7. An understanding of full cycle accounting (desired)
8. Efficient time management and organizational skills

This is a full-time position, with part-time employment @ 32 hrs/wk considered.

Interested, qualified candidates should email their resume and a cover letter with expected salary requirements and available start date to ecehr@ericksonconsultingengineers.com with the subject header "Accounting".