



**COMMONWEALTH
ENGINEERS, INC.**

NOW HIRING!

ACCOUNTING ASSISTANT

GET ON BOARD: INDIANAPOLIS NORTH OFFICE

JOB DESCRIPTION

Commonwealth Engineers, Inc. is seeking an Accounting Assistant to join our award-winning engineering design and consulting firm. This position will report directly to the Accounting Manager and perform assigned duties within accounts payable and receivable, payroll, and other general accounting functions.

RESPONSIBILITIES

- Supports duties that relate to accounts payable including but not limited to:
 - Processing Invoices
 - Processing Payments
 - Document Management / Organization
 - Employee Expense Reports
 - Fleet Vehicle Mileage Reporting
 - Credit Card Reconciliations
- Supports duties that relate to accounts receivable including but not limited to:
 - Work in Progress (WIP)
 - Client Invoices and Client Receipts
 - Collection Assistance
- Supports duties that relate to payroll including but not limited to:
 - Review and Approve Weekly Employee Timesheets
 - Assist with Payroll Process
- Assist with Overall Document Management for All Accounting Functions
- Perform Other Duties as Assigned

QUALIFICATIONS/SKILLS

- Minimum of an Associate Degree in Accounting or Finance
- Basic Understanding of Bookkeeping Practices & Procedures
- Excellent Organizational Skills and Attention to Detail
- Excellent Written and Verbal Communication Skills
- Ability to Follow Verbal and Written Instructions
- Proficient in Microsoft Office Suite (Primarily Microsoft Excel)

BENEFITS

Ranked as one of the Top Workplaces by IndyStar, Commonwealth Engineers strongly emphasizes making a positive impact on our communities.

By joining Commonwealth, you will be a key player in the water resource engineering services we provide!

- **Competitive base salary**
- **Medical, dental, and vision insurance**
- **Long-term and short-term disability insurance, including maternity leave**
- **Supplemental insurance**
- **AD&D coverage**
- **Matching 401(k) & profit sharing**
- **Annual performance bonus**
- **Additional incentive pay for each hour worked excess of the 40-hour schedule**
- **Paid time off and holidays**
- **Flexible scheduling**
- **Professional development opportunities**
- **Employee outings**

HOW TO APPLY

Qualified applicants should e-mail a cover letter and resume to hiring@contactcei.com or online at commonwealthengineers.com/careers.

