



**Engineering and Consulting
Service Excellence Since 1974**



NOW HIRING: ACCOUNTANT

Job Description:

Commonwealth Engineers, Inc. is seeking an accountant to join our award-winning engineering design and consulting firm in our Indianapolis North Office. 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 related 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 related to accounts receivable including but not limited to:

- Work in Progress (WIP)
- Client Invoices and Client Receipts
- Collection Assistance

Supports duties related to the Payroll Process

- Assist with Overall Document Management for All Accounting Functions
- Perform Other Duties as Assigned

Qualifications/Skills:

- Bachelor's Degree in Accounting or Finance Required
- Minimum of 5 Years of Service-Based Revenue Model Experience Required (Preferably in the Engineering Industry)
- 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:

For the past 50 years, Commonwealth has earned our reputation as a leader in the water resource industry. Join our award-winning engineering and consulting firm and receive these benefits:

- 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 in excess of the 40-hour schedule
- Paid time off and holidays
- Flexible scheduling
- Professional development opportunities
- Employee outings



Applicants should e-mail a cover letter and resume to hiring@contactcei.com or submit online:

[commonwealthengineers.com/careers](https://www.commonwealthengineers.com/careers)