



ACCOUNTING ASSISTANT

Develop your skills, advance your career, and grow with our firm.

Who We Are:

Carpenter Marty Transportation is a leading civil engineering firm that specializes in infrastructure design. We have office locations in Columbus and Cincinnati, Ohio, Charleston, West Virginia, and Nashville, Tennessee, and are looking for an Accounting Assistant within our Columbus, Ohio headquarters. We are open to either a part-time or full-time candidate for this position.

Day in the Life:

As a crucial member of our team, you will work closely with members of our management staff, reporting directly to the Director of Operations. You will assist the team with the day-to-day operations focusing on accounting accuracy and processes coordinating with both internal and external contacts. Other responsibilities include client accounts management; assisting with payment application, receipt posting, and account research; reconciliation of accounts; data entry, filing, and maintaining organized records of invoices documentation, and approvals; maintaining vendor files, set up, and inquiries; assisting with accounts receivable aging review and supporting collections outreach; logging expense, mileage, print, and other reports; and support compliance documentation.

Our collaborative, open office environment allows you to work with colleagues across disciplines to provide the highest quality product and customer service. Your attitude, fit, and potential are valued just as much as your skill set. You will need to be self-motivated, organized, confident, and detail oriented. You must comfortably jump between concurrent tasks and meet strict deadlines. Excellent verbal and written communications skills are a requirement. Regular responsibilities will be performed under minimal supervision.

Qualifications:

- Bachelor's degree and/or 5+ years of accounting/book keeping experience
 - Detail-oriented with exceptional review and quality assurance capabilities
 - Exceptional customer service abilities
 - Proficiency in Microsoft Office Suite programs
 - Excellent communication, time management, and organization skills
 - Familiarity with Deltek Ajera, Vantagepoint, and Adobe Creative Cloud is a plus
- Salary Range:** \$65,000-\$83,000
(Based on 40 hour workweek)

Benefits:

- Competitive pay
- Bonus program
- Retirement plan
- Flexible schedule
- Paid time off and holidays
- Health savings account
- Paid parental leave
- Work from home Fridays
- Employee stock ownership plan
- Medical, dental, vision, life, and disability insurance
- Paid professional development, organizational membership, and exams
- Regular team building activities
- Open, collaborative offices
- Section 125/Dependent Care Assistance

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to Apply:**

