

Accountant/Office Manager

Description:

Anderson Consulting Engineers, Inc. (ACE) is looking for a full-time Accountant/Office Manager to join our Fort Collins office. The accounting aspect of this position is of primary importance. Word processing and administrative duties, while secondary elements of this position, are also important tasks for our office manager.

ACE is a 17-person water resources engineering consulting firm. We offer a casual work environment with a comprehensive benefits package for full-time staff including: vacation, holidays, sick leave, health insurance, and a 401k retirement program.

Accounting Responsibilities:

Accounting duties include: Payroll, business management, billing/invoicing, accounts payable, and accounts receivable. Bi-weekly, quarterly and annual payroll tax reporting. Coordinate with outside CPA firm on year-end accounting and income tax. ACE utilizes the accounting software Deltek-Ajera Core Version 9.4.

Word Processing Duties:

Formatting letters, reports, and proposals using MS Word, PDF and Excel; and assisting with report production.

Administrative Duties:

Insurance coordination, corporate registration coordination, compiling, printing, and binding technical reports and proposals, filing and archiving, purchasing and tracking office supply and equipment inventories, and providing general office support as needed.

Qualifications:

A minimum 2-year college degree in bookkeeping/accounting or similar. Prior experience providing accounting with Ajera Core or similar software within a smaller professional firm is preferred. Minimum of 4 years prior experience using any multi-faceted accounting software is a must.

Compensation:

Based on years of experience and skills, includes a generous benefits package.

How to Apply:

For consideration, please email or mail a cover letter and resume to:

Email:

admin@acewater.com

Subject: Accountant/Office Manager Position

www.acewater.com

Mail:

ATTN: Accountant/Office Manager Position

Anderson Consulting Engineers, Inc.

375 E. Horsetooth Road, Bldg. 5

Fort Collins, CO 80525

This position will remain open until filled, but qualified candidates will be considered as applications are received.