



Accounting Clerk

Environmental Resolutions, Inc. (ERI) is a leading engineering, planning, environmental, and surveying consulting firm that has been providing professional services to our clients since 1990.

ERI has a career opportunity for an accounting clerk to provide business office support for a variety of tasks including client billing, employee payroll, vendor accounts payable, as well as assisting with Human Resources tasks as needed.

This is an excellent opportunity for a qualified candidate to work in a dynamic and thriving work environment. ERI provides a competitive salary, generous benefits package including medical, dental, an employer-funded Health Reimbursement Account (HRA), 401k options with company match, flexible work schedules, and tuition and professional development reimbursement. This position also has the ability to earn overtime pay.

RESPONSIBILITIES AND DUTIES:

- Work with project managers to prepare client invoices.
- Accurately record payments to accounts receivable ledger; prepare and make bank deposits.
- Assist with processing weekly payroll using external payroll service.
- Process vendor invoices for payment; print and mail accounts payable checks.
- Interface with staff in regard to business office questions.
- Work independently or with project managers to resolve client billing issues.
- Assist with Human Resources activities including new-hire paperwork, benefits enrollment/changes and other special projects as needed.
- Maintain confidential employee and business office files.
- Perform other related duties as assigned.

LOCATION:

Mount Laurel, NJ

QUALIFICATIONS:

- Associates or Bachelor's Degree in Accounting, Finance, Business or commensurate experience (3+ years) in related field.
- Demonstrates ability to calculate figures and amounts and acute attention to detail.
- Microsoft Office proficiency, specifically with Excel and Word.
- Excellent written and verbal communication skills.
- Excellent organizational skills and ability to multi-task and independently prioritize workload.
- Must have a valid Driver's License.

JOB TYPE:

Full-time

APPLY:

Interested individuals should submit a cover letter and resume to careers@erinj.com