



## ***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, and 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 apply 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 regarding 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.
- Experience using Deltek Ajera or similar industry specific project/billing management software a plus.
- Demonstrates ability to calculate figures and amounts with acute attention to detail.
- Ability to work in a fast-paced office environment with accuracy and efficiency.
- 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](mailto:careers@erinj.com)