

Accountant, Office Administration

Converse Consultants – State College, PA

The Converse Professional Group, doing business as Converse Consultants, is a consulting engineering firm that provides Geotechnical Engineering, Engineering Geology, Soils and Materials Testing and Inspection, Environmental Services, and Water Resources.

The State College, Pennsylvania office currently has the need for a highly organized and positive person to start as a part-time or full-time accountant and administrative office manager.

Responsibilities would include, but are not limited to:

- Perform all office accounting functions, including accounts receivable and payable processing, monthly client invoice creation and processing, enter and process employee-time and expense reports, open and maintain new projects, review monthly vendor statements.
- Maintain files, electronic and physical.
- Answer phones, process mail, and reply to general office email inquiries.
- Supporting managers with various project related tasks.
- Participate in day-to-day involvement in all office and project operations.
- Coordinate new hire paperwork.
- Enter project data into tables and spreadsheets.

Minimum Qualifications:

- Previous successful experience in a similar position.
- Associates degree or higher education preferred but not required.
- Positive, team-oriented demeanor.
- Proficient in Excel and Word and ability to learn new software.
- Detail oriented with excellent organizational and multi-tasking skills.
- Outstanding written and verbal communication skills.
- Motivated, can work independently with little or no supervision.
- Must have a driving record that is acceptable to our company insurance carrier.

Converse Consultants is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion,

sex, national origin, disability, or protected veteran status. M/F/Disability/Veterans are encouraged to apply.