



## Accounting Project Administrator

Lawhon and Associates, Inc., based in Columbus, Ohio is seeking a stable, disciplined, and prudent individual for our growing environmental consultant business as an Accounting Project Administrator.

### Qualifications

- Ability to carry the accounting function of a project from start to finish (i.e., project set up, contract detail and invoicing).
- Strong focus on ODOT IPS and time and materials invoicing, State of Ohio OAKS CI and other state/local invoicing systems- preferred.
- Detailed working knowledge with Accounts Payable/Accounts Receivable, Month-End preparation, Year-End Preparation.
- An understanding of FAR & State Government compliance and overhead rates
- Knowledge of Ajera/Deltek A/E software-preferred
- Knowledge of Excel

### Skills/Experience

- Excellent written and analytical skills.
- Detail-oriented.
- Demonstrated ability to work in a fast-paced team environment with commitment to strong problem solving, accuracy, detail, timeliness, honesty, organization, diligence, and reliability.
- Ability to plan and manage multiple, demanding tasks under critical timeframes.

### Contact

We offer industry-competitive salaries, medical, dental, life and disability insurance, a fully vested 401(K) retirement plan with 100% match, paid holidays, sick leave and a flexible work environment.

Successful candidates must pass a background check. Please e-mail your resume in word or PDF format to [mglinsky@lawhon-assoc.com](mailto:mglinsky@lawhon-assoc.com).

**Lawhon & Associates, Inc.** provides full-service environmental engineering and consulting services to solve environmental issues for the public and private sector. The company was established in 1985 to serve an emerging market in asbestos/lead management. Over the past 35 years, our services have grown to include environmental site investigations and remediation; environmental permitting; ecological and wetland services; cultural and historic resources evaluations; indoor environmental quality studies; and NEPA compliance. We have over 35 professionals on staff with expertise and experience relevant to the services we offer. To learn more about Lawhon & Associates, Inc., please visit our website at [www.lawhon-assoc.com](http://www.lawhon-assoc.com).