



Accounting/Administrative Assistant

Lawhon and Associates, Inc., based in Columbus, Ohio is seeking a conscientious and dependable individual for our growing environmental consulting business as an as an Accounting/Administrative Assistant. This individual will be a part of our collaborative and supportive accounting department team. This position has potential for growth and development with increasing accounting and business administration skills.

Primary responsibilities include:

- Accounts Payable/Data Entry of Vendor Invoices
- Set Up New Projects in Accounting System
- Utilize Computerized Accounting Software Programs
- Filing/Phones
- Point of Contact for General Accounting Inquiries
- Organize and Maintain Retention Files for Required Period of Time
- Perform various accounting or administrative tasks as required

Qualifications:

- Basic knowledge of accounting procedures
- Knowledge of Microsoft Office, specifically Excel and Word
- Knowledge of Deltek/Axium/Ajera Project Management software preferred (will train)
- General understanding of GAAP
- An understanding of FAR compliance and overhead rates is a plus

Skills/Experience:

- Self Learner
- Self-Motivated
- Effective communicator
- Detailed 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 tasks under critical timeframes.

Contact

We offer industry-competitive salaries, hybrid work flexibility, medical, dental, life and disability insurance, a fully vested 401(K) retirement plan with 100% match, paid holidays and sick time. Successful candidates must have an acceptable driving record, and pass a background check. Please send your resume in word or PDF format to kblitzer@lawhon-assoc.com. **Reference ACCTADM2022 in all correspondence.**

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 36 years, our services have grown to include environmental site investigations and remediation; ecological and wetland services; environmental permitting; 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 and are prequalified by ODOT in all eleven environmental categories. To learn more about Lawhon & Associates, Inc., please visit our website at www.lawhon-assoc.com.