



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 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

Please send your resume in word or PDF format to Katie Blitzer at kblitzer@lawhon-assoc.com. Reference **ACCTAD2025** 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 40 years, our services have grown to include environmental site investigations and remediation; ecological and wetland services; cultural and historic resources evaluations; environmental permitting; indoor environmental quality studies; and NEPA compliance. We have over 45 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.