



BUSINESS OFFICE MANAGER (FULL-TIME) – ARDMORE, PA/HYBRID

POSITION SUMMARY

The position is responsible for **performing** and managing financial, and general office operations including invoicing, project accounting, AP, and AR for a boutique engineering firm. The firm uses the Deltek product, Vision, for its accounting functions. This is a position for a critical thinker/doer.

KMJ Consulting, Inc. is a Pennsylvania employer based in Ardmore. We are an innovative, *client-focused* transportation engineering and consulting services firm with national and local public sector (departments of transportation) clients.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- A Bachelor's degree in accounting from an accredited four-year college or university is preferred.
- 10+ years of progressive experience in a similar role, preferably within the public-sector engineering industry preferred.
- Proficiency in Microsoft tools including Outlook, Excel and Word.
- Proven to uphold the highest standards of confidentiality and discretion.
- Proven to work independently and as a valuable member of a team.
- Excellent verbal communication and writing skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Prepare client billing.
- Track accounts receivable.
- Enter vendor invoices and prepare for payment.
- Review and post employee timesheets and process payroll.
- Perform general bookkeeping tasks.
- Generate requested financial and other reports.
- Participate in company meetings and internal events.
- Adhere to all company policies and procedures.
- Perform other duties as assigned.

KMJ offers a generous compensation and benefits packages including medical, dental, disability and life insurance, 401k, and paid time off.

Our Company is an equal opportunity employer and is committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability, veteran status, sexual orientation, gender expression or identity, genetic information, or any other basis of discrimination prohibited by applicable local, state or federal law.

Please forward your resume and cover letter to HR@KMJINC.COM