

## Accounting Assistant

Stahl Sheaffer is currently seeking to hire a full-time Accounting Assistant to join our team in our State College, PA office.

### Responsibilities:

- Analyze, produce, and post various client invoices for multiple Project Managers
- Communicate with clients about their accounts receivable status
- Assist the staff with various administrative tasks

### Required Skills & Experience:

- Proficiency in Microsoft Office programs
- Prior experience with Ajera or other accounting software programs
- Highly skilled in dealing with financial and numeric data
- The ability to work with and maintain confidential information
- Excellent oral, written, and interpersonal skills with clients, vendors, and colleagues

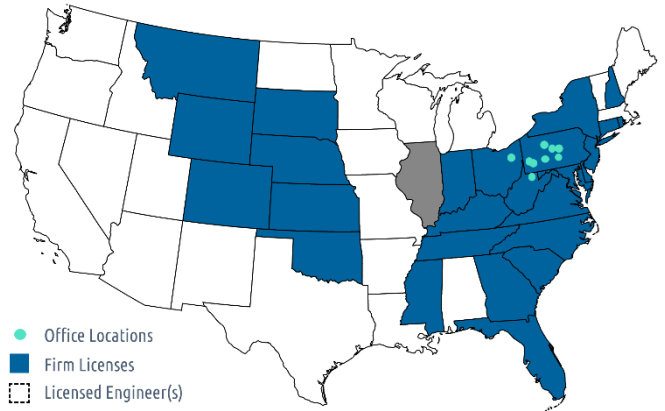
### Minimum Requirements for the Position:

- 2+ years of relevant experience in an accounting or administrative position
- Ability to lift at least 20 lbs.
- A valid driver's license and daily access to a motor vehicle

# JOIN our team

*We believe our employees make our firm successful, and we continue to seek qualified, highly motivated individuals who share our principles of personal and professional commitment and accountability*

[careers@stahlsheaffer.com](mailto:careers@stahlsheaffer.com)



- Canonsburg, PA (Lab)
  - Clearfield, PA
  - Ebensburg, PA
  - Harrisburg, PA
  - Selinsgrove, PA
- Southpointe, PA
  - State College, PA (HQ)
  - Morgantown, WV
  - Akron, OH

## Join a firm with the opportunity to:

- Build professional skills
- Develop business relationships
- Get involved in company and community events
- Bring value to clients through your contributions
- Celebrate with colleagues

## Our areas of expertise include:

- Bridge design & inspection
- Building structural design
- Construction inspection & administration
- Environmental services
- Geotechnical services
- GIS services
- Site engineering
- Survey & 360° scanning
- Transportation engineering

***Our ongoing relationships with clients and our business development pursuits provide opportunities for cross-discipline collaboration within our firm as well as teaming experience with other AEC firms...among many other benefits!***

## Stahl Sheaffer provides an extensive benefits package:

- Nine Paid Holidays
- Vacation and Sick Leave
- PPO Health Insurance
- 401(k) Savings Plan with a Safe Harbor Matching Contribution
- Health Reimbursable Agreement
- Company paid Dental and Vision Insurance, with the option to buy-up to a plus dental plan
- Company Paid Life, AD&D, Short-term & Long-term Disability Insurance with the option to buy-up life insurance
- Flexible Spending Account program
- Licensure Assistance
- Training Assistance
- Educational Assistance

