



COX | McLAIN
Environmental Consulting

Title: Invoicing/Office Assistant

Firm: Cox|McLain Environmental Consulting, Inc. (CMEC)

Location: Austin, TX

Job Description: CMEC is seeking an energetic, self-motivated employee to join our team in a full-time salaried position, which includes company benefits. Duties of the Invoicing/Office Assistant will include: coordinating financial and timesheet information to create detailed, accurate invoicing packages using Deltek Ajera accounting software; meeting client-mandated invoicing deadlines; providing back up assistance for the front desk area by answering phones and greeting walk-in traffic during office hours; assistance with document preparation; and other tasks as needed at the direction of the Office Manager. The general office hours for this position are from 8:30 am to 5:30 pm. Salary is commensurate with experience.

Qualifications: Successful applicants will have experience using Microsoft Office programs, including Microsoft Word, Outlook, and Excel. Previous experience using Quick Books and/or Deltek Ajera is highly desirable. Excellent business communication and proofreading skills are a must.

If you are interested in this opportunity, please e-mail (PDF or WORD) a cover letter, resume, and contact information to lorie@coxmcclain.com. CMEC is an Equal Opportunity Employer.

Apply: <https://coxmcclainenvironmentalconsulting.easyapply.co>