



Accountant, Draper, Utah

JOB DESCRIPTION

Bowen Collins & Associates is a civil and environmental engineering firm specializing in providing water and wastewater relating consulting services to clients in the intermountain west. As an accountant, you will be an essential part of our accounting team, performing clerical, bookkeeping, and accounting assignments in support of our engineering services.

JOB TYPE: Full-time (32 to 40 hours/week depending on successful applicant's availability)

EDUCATION: Bachelor's degree in Accounting, Finance, or related discipline.

SKILLS/QUALIFICATIONS:

- 3+ years accounting experience
- Extensive knowledge of general financial accounting
- Thorough understanding of bookkeeping practices and procedures
- Understanding of and ability to adhere to generally accepted accounting principles
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to follow verbal and written instructions
- Ability to work for prolonged periods sitting at a desk and working at a computer
- Proficient in Microsoft Office Suite or similar software

PREFERRED SKILLS/QUALIFICATIONS:

- Experience with accounting software, in particular, Deltek Vision or Vantagepoint
- Ability to type 30-40 words per minute
- Previous experience with accounts payable and receivable, payroll, taxes, financial reports, and various accounting statements

BENEFITS OFFERED:

- Paid time off
- Health and dental insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Life insurance and disability insurance
- Generous 401K retirement plan
- Opportunities for long-term growth and additional responsibility

METHOD TO APPLY:

Resume with cover letter to: Email jobs@bowencollins.com