

Job Posting

Job Title:	Accounting & Operations Assistant	Travel:	Low	Applications Accepted Via:	
Level:	n/a	Position Type:	Full Time	Email:	careers@reyengineers.com
Location:	Folsom, CA	Date posted:	2021	Mail:	Attn: Human Resources R.E.Y. Engineers, Inc. 905 Sutter Street, Suite 200 Folsom, CA, 95630

FIRM DESCRIPTION

Founded in 1985, R.E.Y. has been delivering projects to enhance the quality of life for over 35 years. Headquartered in historic Folsom, with additional offices in Pleasanton, Palo Alto and Oakland, CA, R.E.Y. has extensive private-sector and municipal experience. We have delivered a wide variety of community-oriented projects throughout California and as far away as Alaska and Australia. What sets us apart? It's our company culture, our commitment to quality, and our employees. We are dedicated to retaining and developing individuals of the highest quality. We promote an open and fun environment to work in, while maintaining our high quality standards.

JOB DESCRIPTION

Performs a range of accounting and administrative duties to support the accounting department and general operations. Primary responsibilities will be accounts payable, accounts receivable, and secondary support for payroll.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Associate degree or higher in accounting, or equivalent combination of education and experience;
- 5-6 years' experience processing accounts payable, accounts receivable, and payroll;
- Demonstrated ability to work independently and improve processes;
- Familiarity with F.A.R. Cost Principles and Procedures is desirable; and
- Experience with Ajera software by Deltek is desirable.

PREFERRED SKILLS

- Accurate data entry and input skills;
- Demonstrated ability to calculate figures and amounts;
- Proficient on Microsoft Excel, Outlook and Adobe;
- Acute attention to detail;
- Demonstrate critical thinking and sound judgement;
- Strong organizational skills and ability to multi-task;
- Commitment to excellence and high standards and professional ethics;
- Excellent written and verbal communication skills;
- Ability to understand and follow written and verbal instructions;
- 10-key by touch; and
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.