

Accounting Assistant - Part-Time

Summary:

Perform routine clerical, filing, and data entry tasks for accounting data including accounts payable, and receivables for a fun and lively mid-sized office.

Duties/Responsibilities:

- Conducts routine data entry management for accounting records including accounts payable and accounts receivable
- Reviews billing statements, invoices, and similar documents for accuracy; alerts supervisory staff of any discrepancies
- Distributes accounting reports as directed
- Assist with filing, answering telephones, and other clerical tasks as needed
- Performs other clerical / accounting duties as assigned

Skills/Abilities:

- Experience in AP/ AR (preferred)
- Experience with an ERP system is required (Deltek experience is a plus)
- Ability to accurately and efficiently enter data into computer software and systems
- Good verbal and written communication skills
- Proficient in Microsoft Office Suite or related software, strong Excel skills
- Must be detail oriented and able to prioritize and multitask

Education/Experience:

- Associates degree in accounting, finance or business
- 2-5 years of relevant accounting / bookkeeping experience
- Recent college grads welcome

About BB+M:

BB+M Architecture is a well-established, growing, and award-winning firm in Charlotte, NC. We don't just have a passion for design, but we also find joy in the journey and success of our clients.

At BB+M, we believe you should be good at what you do, love what you do, and (most of all) not take yourself too seriously. Our clients respond well to that attitude, and our work and casual environment reflect it. BB+M's culture is critical to our success. Candidates should have a positive, ego-free attitude, a willingness to learn, and enjoy working in a team environment.

Apply:

Please drop us a line at careers@bbm-arch.com with your CV and qualifications/portfolio of your work in pdf format or link to your website and we will consider you for future opportunities.



Check out our website and social media to get to know us!

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