



COLLABORATIVE

SUSTAINABLE

CUTTING-EDGE

ACCOUNTING CLERK (PART-TIME)

Established in 1990, Peter Basso Associates is a 100% employee-owned, licensed professional engineering-only corporation. We provide mechanical and electrical engineering, energy management, communication technologies design, building commissioning, architectural lighting design services, and LEED® services, primarily for Education, Healthcare, and Corporate/Governmental facilities.

Many of our team members are seasoned veterans, equipped with the technical abilities, interpersonal skills and work history to create a truly dynamic corporation. Our reputation for quality work and personal attention, has been a cornerstone of the firm since its inception. If you meet the following criteria and would like to join an award-winning engineering firm, we'd love to hear from you.

Responsibilities: Perform general accounting duties including, but not limited to: invoicing, accounts payable, maintaining accounting ledgers.

Skills: Strong knowledge of basic accounting principles; proficient in MS Word, Excel and Outlook; knowledge of Deltek Vision(R) a plus; highly organized, detail minded with strong oral and written communication skills

Years of Experience Required: Minimum one year solid experience in general accounting/bookkeeping, preferably with experience in AP. College-level coursework in accounting required. Associates Degree in Accounting or current undergrad preferred.

Portfolio

Education

Healthcare

Public

Industrial, R & D

Power & Energy

Sports, Entertainment & Cultural

Office & Data Centers

Retail & Housing

Historic Preservation

