

Looking for a career with professional growth in a close-knit, fun atmosphere? Alvine Engineering offers the perfect balance of technical and professional growth. We're big enough to deliver cutting-edge experience; small enough to know your name. We think you are going to like Alvine Engineering.

Job Responsibilities:

- ▶ Responsible for the preparation of project billings according to client's contracts on a monthly basis
- ▶ Work closely with clients to understand billing terms and respond to billing inquiries
- ▶ Collect and review data in order to generate reports
- ▶ Communicate with Project Managers and other technical staff to respond to inquiries
- ▶ Verify the accuracy of billing data and revise any errors and resolve discrepancies in accounting records
- ▶ Keep accurate records of invoices and support documents
- ▶ Process employee expense reimbursements
- ▶ Cross-train to provide backup to other accounting functions, perform general administrative tasks, and other duties as assigned

Qualifications:

- ▶ Bachelor's degree in Accounting, Business Administration, or related field, or equivalent experience preferred
- ▶ Minimum of 2 years of experience with data entry, bookkeeping, accounting, and/or billing preferred
- ▶ Proficient in Microsoft Office Suite
- ▶ Familiarity with Enterprise Resource Planning (ERP) software
- ▶ Ability to be discreet and maintain the security of client information
- ▶ Strong communication skills, including writing, speaking, and active listening
- ▶ Excellent customer service skills, including interpersonal conversation, patience, and empathy
- ▶ Organization, time management, and prioritization abilities
- ▶ Commitment to a high level of accuracy and ability to problem solve and think critically

We Offer:

- ▶ Professional development opportunities, including training and mentoring programs; organization and professional registration; and tuition and technology reimbursement programs
- ▶ Medical, dental, vision, and life insurance benefits, as well as supplemental insurance through AFLAC
- ▶ Generous 401(k), profit sharing, and discretionary bonuses
- ▶ Progressive wellness benefits, including fitness reimbursement and volunteer time off

With five locations across the Midwest, Alvine Engineering offers a solid foundation and room for you to advance your career. Join a team where you can make a difference and strengthen our foundation of excellent design, client satisfaction, and leadership.

[Apply Now!](#)