

Horizons Engineering Inc is a growing Civil, Environmental and Structural Engineering and Land Surveying firm with 8 offices locations across New Hampshire, Vermont and Maine.

Horizons has an immediate opening for a Financial Office Assistant to support our growing company. The Financial Office Assistant plays a critical role in ensuring the smooth operation of financial and administrative transactions within the organization. This position involves handling various tasks related to accounts payable and accounts receivable processes, maintaining accurate financial records, and providing administrative support.

Our staff at Horizons is a close-knit group of hard-working individuals that value client service, design innovation, and a no-nonsense approach. The successful candidate will have a strong work ethic, desire to learn, and interest in working on a wide range of civil engineering projects throughout northern New England.

### **Essential Job Duties:**

#### **1. Accounts Payable Duties:**

- Process incoming invoices, ensuring accuracy and completeness.
- Match invoices with purchase orders and receiving documents.
- Verify approvals and coding for proper allocation of expenses.
- Prepare and perform timely payments to vendors, utilizing appropriate payment methods.
- Reconcile vendor statements and resolve discrepancies.
- Maintain vendor files and update records as needed.

#### **2. General Financial Support:**

- Record and reconcile customer payments received.
- Assist in month-end and year-end closing procedures.
- Prepare financial reports and summaries as requested.
- Support audit processes by providing documentation and information.
- Collaborate with other departments to ensure accurate financial data and resolve issues.

#### **3. Administrative Tasks:**

- Provide support to project managers and technical staff; including but not limited to preparing reports and permitting documents.
- Answer phone calls and respond to general client and vendor inquiries.
- Assist in daily office needs and managing general administrative activities including providing customer service to clients, vendors, partners and staff, as well as ordering office supplies.
- Sorting daily mail and checks; sending large mailings and certified mail.
- Maintain organized filing systems for financial records and documents.
- Assist with data entry tasks and maintain accurate databases.
- Provide administrative support such as: scheduling meetings, managing calendars, and coordinating travel arrangements.
- Provide administrative support to Human Resources (i.e. Timesheet review).

Other duties as assigned.

**Skills and Qualifications:**

- High school diploma or equivalent; associate degree in accounting or related field preferred.
- Proven experience (1-3 years) in accounts payable, accounts receivable, or general accounting role with basic accounting principles and practices.
- Familiarity with concepts, practices and procedures related to the business of engineering and surveying preferred.
- Proficiency in accounting software (Deltek Suite) and MS Office suite, particularly Excel and Word.
- Strong attention to detail and accuracy in data entry and record-keeping.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong communication skills, both verbal and written.
- Ability to work independently and collaboratively in a team environment.

**Benefits:**

- Competitive salary and insurance benefits including health, dental, and life
- Paid holidays and personal time off
- Company 401k
- Continuing education support
- Supportive work environment with ample opportunity for career advancement

**Interested Candidates should forward a resume and cover letter to:**

**Human Resources Manager  
Horizons Engineering Inc.  
34 School Street  
Littleton, NH 03561  
Or via email at:**

[hrmgr@horizonsengineering.com](mailto:hrmgr@horizonsengineering.com)

*Horizons Engineering Inc. Is an equal opportunity employer*

For more information, check us out on Facebook or at [www.horizonsengineering.com](http://www.horizonsengineering.com)