

## We Are Hiring!

OCI Associates, a MEP Engineering firm, has a full-time Accounting/HR/Administrative Assistance position in our corporate office in Maitland, Florida.

We are looking for a candidate that has 2 – 3 years of bookkeeping/accounting experience and is highly comfortable/proficient using Excel and QuickBooks Online (2016 a plus).

### Capabilities:

- Strong organizational skills
- Able to work effectively with co-workers as a team player
- Strong verbal and written communication abilities
- Microsoft Excel, Word and Outlook skills

### Daily responsibilities for this position will be:

- Assistance in creating and maintaining project job folders on share drive
- Billing projects/clients
- Accounts receivable for project billings
- Maintain and update various accounting data entries & spreadsheets for payments
- Generating reports
- Invoicing
- Tracking and organizing sick & vacation time for employees
- Updating health and dental insurance for current and new employees
- Updating 401K yearly
- Daily use of QuickBooks, Excel and MS Word

OCI Associates is an Equal Opportunity Employer and provides health and dental benefits, competitive vacation options. Salary is commensurate with experience and skills.

Submit Resume to [recruiting@ociassociates.com](mailto:recruiting@ociassociates.com)

Include "Resume - Accounting/HR Administrative Assistance" in the subject line.

