

ACCOUNTING SPECIALIST

MAHONEY ENGINEERING



Job Title: Accounting Specialist
Type: Full-Time
Compensation: \$18.00 – \$26.00/Hour
Location: Austin, Texas 78748

Mahoney Engineering is a company specializing in land development services, dedicated to attracting and retaining clients through the provision of custom predictive solutions throughout the project life cycle. With a strong focus on a specific set of services, our goal is to establish Mahoney Engineering as an essential player in Austin's land development sector. We are actively seeking growth opportunities in the Austin Market. Currently, we have a vacancy for an Accounting Specialist to join our Site Development Team in our Austin office.

Job Summary: Mahoney Engineering is currently seeking a dependable, highly organized, and detail-oriented Account Specialist. The ideal candidate possesses strong critical thinking skills and a willingness to take initiative to drive business revenue and accounts payable. The applicant should have strong organizational, accountability, and communication skills (both verbally and written) and be able to handle sensitive information with confidentiality.

Responsibilities and Duties:

- BigTime Software | Intuit Software | Microsoft Excel
- Preparation and distribution of invoices to bill clients or pay account expenses.
- Preparation and editing of project management reports and documents.
- Maintaining appropriate filing systems.
- Accounts receivable correspondence with clients, team members, etc.
- Verify the accuracy of billing data and revise any errors.
- Resolve discrepancies in accounting records.
- Ability to multi-task by performing and providing support to our managers and team.
- Assist in daily office needs and in managing our company's general administrative activities.

Education and Experience:

- Vocational education through high school. An associate degree or bookkeeping certification is a plus.

Benefits and Time Off:

We support the continuous learning and development of our employees while providing flexibility to meet your wellness needs. We offer competitive compensation and benefits including:

- Flexible Schedules
- 401(k)
- Continuing Education Opportunities
- PTO and Paid Holidays
- Performance Bonuses
- Comprehensive Benefits
 - Health, Dental, Vision
 - Funded Health Savings Account (HSA)
 - Life Insurance
 - Long/Short Term Disability

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by law.