



## Accounting Clerk – A/R – Pittsburgh Office

### Background

The Sextant Group is a national independent consulting firm specializing in the planning & design of learning, communications and entertainment systems & facilities. The firm is an industry leader renowned for high-quality work on cutting-edge projects, and repeatedly recognized as a Top-30 "Best Places To Work."

### Job Description

The Accounting Clerk, working out of our corporate headquarters in Pittsburgh, is charged with the proper invoicing within standard polices reflective of The Sextant Group's and customers' requirements. This person shall work with appropriate personnel to assure timely and accurate invoicing occurs monthly. The Accounting Clerk will at times be required to interface with project consultants, principal consultants and occasionally with senior management. This person will demonstrate the ability to work effectively with both internal and external clients.

### Responsibilities Include

- ✦ Coordinates the monthly billing functions of projects for each profit center location by communicating regularly with project and principal consultants to assure timely and accurate invoicing
- ✦ Preparation of draft and final invoices
- ✦ Maintain client billing terms
- ✦ Assure timely collection of accounts receivable
- ✦ Execute cash application
- ✦ Generate reports including but not limited to project labor, invoicing totals, aging totals and cash receipts

### Position Requirements

We are open to candidates with 5+ years of experience with similar responsibilities. The ideal candidate would have

- ✦ Demonstrated fluency with MS Excel.
- ✦ Progress billing experience is a plus.
- ✦ Demonstrated experience with accounting practice in the AEC Industry. Experience with Deltek Vision is a plus.
- ✦ Excellent interpersonal, written and verbal communication skills.

The successful candidate must be driven to satisfy clients and have the ability to deliver high-caliber work products while operating without direct supervision. Compensation offered is commensurate with experience, and includes excellent benefits package with medical, dental, long term disability, 401k. EOE

All interested candidates should send resume, cover letter and salary requirements in a single PDF file to [HR@thesextantgroup.com](mailto:HR@thesextantgroup.com), with the email subject line "Account Clerk – Your Name." No calls please. No recruiters.

The Sextant Group, Inc.

[www.thesextantgroup.com](http://www.thesextantgroup.com)

Send resumes to: [hr@thesextantgroup.com](mailto:hr@thesextantgroup.com)

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