



ACCOUNTING CLERK

Opportunity to work with a great team of people and develop professionally

WWC is seeking an Accounting Clerk to join our corporate team in Sheridan, WY. We have an employee centered culture and strive to provide employees opportunities to work with great people and develop professionally. We have over 100 employees and have served the Rocky Mountain region since 1980. Our client focus is to provide innovation, quality, and value to every project.

Brief Position Description:

- Supports the corporate accounting operations and works collaboratively with the accounting team and Director of Operations.
- This team member is responsible for diverse tasks across all areas of the accounting process.
- They will assist with client invoicing, vendor receipt entry, employee time recordkeeping, employee benefit administration, and general ledger account reconciliation and reporting.
- Some travel may be required and must have a valid driver's license.

Education & Experience:

- Associate degree or equivalent from a 2-year college or technical school preferred.
- 2-4 years related experience in an accounting or bookkeeping role; or equivalent combination of education and experience.
- High proficiency in Microsoft Excel and Word.

Qualities:

- Embodies WWC Engineering's core values of service, quality, and integrity.
- Establishes and develops a high level of respect and trust in their working relationships.
- Takes initiative and enjoys providing internal customer service.
- Excellent organizational skills with attention to detail.

Compensation:

Competitive starting salary range and benefits package. Includes generous holiday and personal time off; annual bonus; relocation allowances, health, dental, and vision insurance; and 401K/profit sharing plan.

Interested candidates please email cover letter and resume to:

WWC recruitment at Laura@peakconsult.net
Further questions about this position? Contact Laura Lehan at 307-655-5405

To learn more about WWC go to: www.wwcengineering.com

WWC Engineering is an Equal Opportunity Employer