



NOW HIRING

Accounting Technician / Accounts Receivable Specialist

Alliance Consulting, Inc.

Full-time · Beckley, WV · In-person

Starting Pay: From \$18/hr, commensurate with experience

Education: Associate's degree in Accounting, Business, or related field (or equivalent combination of education and experience)

Experience: 1 to 3 years of accounting or accounts receivable experience

Schedule: Full-time, office hours

Alliance Consulting, Inc. is a growing civil, geotechnical, and environmental engineering firm headquartered in Beckley, WV. We are looking for a detail-oriented Accounting Technician/Accounts Receivable Specialist to support our finance team with day-to-day accounting operations, client invoicing, and financial record-keeping. This is a great opportunity for someone who enjoys accuracy-driven work and wants to grow their accounting career within a stable, multi-disciplinary consulting firm.

What you'll do

- Prepare and issue accurate client invoices in accordance with project billing schedules and contract terms
- Monitor accounts receivable aging and follow up on outstanding balances with clients
- Apply incoming payments to client accounts and reconcile cash receipts
- Research and resolve billing discrepancies, short payments, and disputed invoices
- Enter and maintain accurate financial transactions in the accounting system
- Maintain and reconcile general ledgers, journals, and other financial records
- Post and adjust general ledger entries in accordance with company standards
- Communicate with project managers and clients regarding invoice status and payment terms
- Assist with month-end and year-end close processes, including account reconciliations
- Support preparation of financial reports and statements as needed
- Maintain organized, audit-ready records of financial transactions and supporting documentation
- Ensure employee time is entered into the system accurately and on schedule, maintaining an accurate accounting of hours worked and hours paid to employees

What you'll bring

- Associate's degree in Accounting, Business, or a related field, or an equivalent combination of education and experience
- 1 to 3 years of experience in accounting, bookkeeping, or accounts receivable, working with computerized accounting systems
- Proficiency with Microsoft Office, particularly Excel, for data management and reporting
- Strong attention to detail and accuracy in a fast-paced environment
- Solid organizational and problem-solving skills, with the ability to manage multiple deadlines

- Ability to work both independently and collaboratively as part of a team
- Strong ethical standards and commitment to maintaining accuracy and integrity in financial records

Nice to have

- Experience with Deltek Ajera accounting software
- Familiarity with project-based or milestone billing in a professional services environment
- Prior experience in a professional services or engineering/consulting environment
- Working knowledge of general ledger, journal entry, and month-end close processes

What we offer

- Health, dental, and vision insurance
- 401(k) with company contribution
- Life insurance and flexible spending account (FSA)
- Paid time off and holidays
- A stable, team-oriented work environment with opportunities for professional growth

Please note: Alliance Consulting, Inc. conducts drug screening and background checks on all applicants who accept employment offers.

How to apply

Send your resume, a list of references, and a brief cover letter to Alliance Consulting, Inc. at HR@aci-wv.com. Please include "Accounting Technician/AR Application" in the subject line. Applications are reviewed on a rolling basis.