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4740 Ruffner Street
San Diego, CA 92111
nasland.com

ACCOUNTING ASSISTANT

Nasland Engineering, a civil engineering and surveying firm located in Kearny Mesa, is seeking a full time Accounting Assistant.

Primary job responsibilities include client billing, accounts receivable and collections, and accounts payable. Other responsibilities may include various clerical and administrative duties, such as back-up receptionist, copying, scanning, data entry, word processing, maintaining various office filing systems, and local errands. Assisting other departments with special projects is also required.

Qualifications include an Associates' degree in accounting or business, 5 years of related experience, preferably in a professional services firm, computer literacy in Ajera (Deltek), Excel, Word, and Outlook, and a pleasant and professional demeanor. The ideal candidate will be an energetic, hands-on, self-starter who can succeed with minimal supervision, someone with excellent verbal and written communication skills, as well as time management and organizational ability.

Our benefit package includes paid vacation and holidays, paid sick leave, a 401k plan, and medical & dental insurance.

We maintain a drug-free workplace and we will perform pre-employment drug testing.

Job Location is 4740 Ruffner Street, San Diego, CA 92111

Nasland Engineering is an Equal Opportunity Employer.

For consideration, send resume to: Nasland Engineering, 4740 Ruffner Street, San Diego, CA 92111 (Attention: Carol) or email to carolg@nasland.com.