

December 2022

Carnow, Conibear & Assoc., Ltd. (CCA), a leading environmental, health and safety consulting firm located in downtown Chicago, has an excellent opportunity for an:

## **ACCOUNTING/BILLING CLERK**

Responsibilities include:

- Accounts Payable
- Billing
- New project set-up
- Collections
- Other miscellaneous accounting tasks

Requirements include:

- Excellent attention to detail
- Excellent skills in:
  - Communication
  - Organization
  - Customer service
- Efficiency and accuracy
- Initiative
- Ability to effectively multitask
- Excellent computer skills (MS Excel/Word, Adobe)
- Bachelor's degree or higher preferred
- One year of experience preferred

This is a terrific opportunity for a dynamic individual. Carnow Conibear offers a competitive compensation/benefits package and opportunities for growth. The position allows for some home from work opportunities. Become a part of an excellent team.

Candidates shall submit resume to: E. Arreola  
Carnow, Conibear & Assoc., Ltd.  
600 West Van Buren Street, Suite 500  
Chicago, IL 60607  
[ccahiring@ccaltd.com](mailto:ccahiring@ccaltd.com) / [www.ccaltd.com](http://www.ccaltd.com)

Carnow Conibear is an equal opportunity employer seeking a diverse group of qualified individuals to consider.