

We're Hiring!

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

Staff Accountant

To manage reconciliations and month-end close, prepare and analyze balance sheet, cash flow, income statements and other management reports, and act as a key resource to the department manager. Efficiency and accuracy of work product are critical for success in this role.

Additional responsibilities will include:

- Preparation of monthly financial reports and general ledger entries
- Processing Accounts Receivable, including vendor invoicing and billing
- Processing Accounts Receivable
- Reviewing and processing Expense Reports
- Account reconciliations
- New project set-up

Required Skills and Attributes:

- Ability to prioritize responsibilities and respond to urgent matters in a timely fashion
- Excellent attention to detail
- Skilled communicator and customer service provider
- Highly organized
- Ability to take initiative and work proactively
- Flexibility and adaptability in a fast-paced environment
- Excellent computer skills (Advanced Excel/MS Office Suite, Adobe)
- Bachelor's degree in accounting or related field (CPA a plus)
- 3 to 5 years of accounting experience
- Experience with Delek Ajera or similar accounting software

We Offer:

- Growth and development opportunities
- A hybrid work environment
- A collaborative, collegial culture
-

Driven by our commitment to the Company's Core Values and to understand our clients' needs in order to provide customized, multi-disciplined, and economical solutions, Carnow Conibear's mission is to remain the premiere and trusted choice for Environmental, Health, and Safety services.

Our Core Values: Safety, Client Satisfaction, Employee Development, Integrity and Ethics, and Fiscal Responsibility.

Candidates shall submit resume to: ccahiring@ccaltd.com