

ACCOUNTANT POSITION

Great Lakes Environmental Center, Inc. (GLEC) is an employee-owned contract research firm headquartered in Traverse City, Michigan, specializing in applied environmental sciences, research, and compliance assistance focused on water quality and the protection of aquatic ecosystems. GLEC is recruiting candidates for a full-time benefited accountant position in our Accounting Department.

Responsibilities:

- Work under the direction of the Controller to maintain a robust financial management program and complete assignments from GLEC Project Managers. Provide reports to the Board of Directors and Management Team.
- Conduct accounting operations, including accounts receivable, accounts payable, multi-state payroll, tax filings, and support general ledger and financial statement functions.
- Abide by a strong internal control environment to comply with policies, regulations and contractual requirements.
- Participate in the management of the financial and contractual aspects of GLEC contracts with the federal government, state government, and/or industrial clients, in coordination with GLEC technical project managers.
- Provide benefits management and reporting support to the Human Resources Department.

Qualifications:

- Minimum of a Bachelor's degree in Accounting and 3 years of experience in an Accounting Department of a professional services company.
- Excellent interpersonal, organizational and communication skills, including the ability to listen actively, express complex ideas clearly and succinctly, seek differing opinions, request assistance, understand user-needs and interact effectively with co-workers, clients, CPAs, and insurance agents. Willingness to work collaboratively with Accounting Department staff in a strongly teamwork-oriented setting.
- Experience configuring and operating a wide range of financial tools, including accounting software and Microsoft Office programs
- Familiarity with government contracting requirements preferred.

Salary is commensurate with experience and education. Interested applicants should forward a cover letter and resume to:

Kim Bell
Human Resources Department
Great Lakes Environmental Center, Inc.
kbell@glec.com

GLEC is an equal opportunity employer (EOE) including disability/vets