

Part-time Administrative Assistant

Ecology and Environment, Inc. is seeking a part-time Administrative Assistant to support the Billing Group at our corporate headquarters in Lancaster, NY. This position is responsible for high volume data entry including project set-up and verification and cash receipts and as well as other administrative tasks associated with the accounts receivable process. The ideal candidate will be a team player with a high level of attention to detail.

This position is part-time (24 hours a week). There is flexibility regarding the employees schedule within E & E's normal work hours (8:00 a.m. – 5:00 p.m.) The employees schedule may consist of 3 - 8 hour days, 4 - 6 hour days or 4 - 5 hour days and a 4 hour day.

Responsibilities:

- Enter project set-up data into E & E's accounting system
- Enter cash receipts and maintain backup documentation including creation of PDF files for each receipt
- Verify data entry to ensure a high level of accuracy
- Provide administrative support to the Billing Group while maintaining a high level of professionalism and confidentiality
- Respond to routine inquiries, and assist employees, managers and clients with general questions with a high level of customer service
- Perform other accounts receivable tasks, general tasks or special projects, as needed

Requirements:

- Experience in an administrative role required ; data entry experience preferred
- Proficiency with Microsoft Office
- Accounting experience is desirable but not required (i.e. accounts receivable, accounts payable, general ledger, account reconciliations)
- Excellent data entry, typing, communication and organizational skills
- Excellent interpersonal skills with the ability to work independently and as part of a team
- Highly organized with strong attention to detail and accurate follow-through
- Results oriented with the ability to work independently and as part of a team
- Ability to handle highly sensitive and/or confidential information
- Ability to effectively and tactfully interact with employees and clients with a high degree of responsiveness and professionalism

We are a global network of innovators and problem solvers, dedicated professionals and industry leaders in scientific, engineering, and planning disciplines working together with our clients to develop technically sound, science-based solutions to the leading environmental challenges of our time. E & E offers opportunities for growth in a team-oriented environment. Candidates must be eligible to work in the U.S.; Visa sponsorship will not be provided. Please view our website at www.ene.com to apply on-line. Local candidates preferred.

Ecology and Environment, Inc. is an EO and AA employer – M/F/Vets/Disabled/and other protected categories