

PROJECT ACCOUNTS ASSISTANT

Sevee & Maher Engineers, Inc. (SME) is looking for a qualified, entry- to intermediate-level **Project Accounts Assistant** to support our environmental and civil engineering consulting firm with the financial administration aspects of projects across all business sectors. The position reports to our Accounting group and works closely with project managers to understand and meet the unique needs of our clients and projects. This is a full-time position based at our headquarters in Cumberland, Maine, and does not typically require travel.

Position Summary

The **Project Accounts Assistant** position provides critical support to the entire company with a focus on the SME management team and accounting department. Daily responsibilities vary frequently in response to client and staff needs; however, the focus is on managing and providing financial information to project managers. A typical day may include processing/compiling data within our accounting and ERP software, meeting with the CFO to review reports, or finding new ways for a project manager to track resources and better serve our clients. There is an opportunity to grow the responsibilities and scope of this position to best fit your skill set.

Because the **Project Accounts Assistant** works closely with SME's project managers, contractors, and vendors, your strong interpersonal and verbal skills will be important to this role. At SME, we take pride in building and maintaining meaningful, long-term relationships with all stakeholders.

Required Skills and Qualifications

- 2+ years of related experience
- A basic understanding of accounting principles and practices
- Proficiency in accurate and efficient data entry
- Detail-oriented
- Familiarity with accounting software and a willingness to learn new software programs
- Familiarity with Unanet software is a plus
- Proficiency with Microsoft Office Suite (Word, Excel, and Outlook)
- Strong analytical and problem-solving skills
- 2-year degree in business preferred
- Experience with civil and environmental projects is desirable
- Ability to work independently in a flexible work environment

Working at SME

Founded in 1985, SME is an accomplished team of 80+ experienced and talented professionals providing environmental and civil engineering consulting services to clients nationwide. From permitting solar farms to cleaning up environmental hazards, managing society's waste, and developing sustainable solutions, SME's employees share a common goal of assisting our clients in the protection of human and environmental health. SME combines strong technical expertise with innovative technologies to provide cutting-edge solutions to our clients' real-world challenges.

SME has offices in Maine, Georgia, Illinois, and Arizona. At the heart of our firm is a culture that is friendly and down to earth. SME is large enough to offer a full range of services but small enough that everyone on our team makes a difference. There is room to choose your own path and pursue your passions, and each person is recognized for their contribution to our collective success. SME supports and encourages professional development and active participation with professional associations. Joining SME means becoming part of a group of dedicated professionals who enjoy doing meaningful work together.

Compensation and Benefits

SME offers an excellent compensation and benefits package. The company pays 100 percent of Medical, Life, and Long-Term and Short-Term Disability insurance, and annually contributes to each enrolled employee's Health Savings Account. SME provides paid vacation, holiday, and sick time. SME's retirement plan includes three components: a 401(k) plan with generous matching contribution; profit sharing; and a non-discretionary 3% of gross pay contribution. There are year-end bonuses for all employees.

Location

SME is based in Cumberland, just north of Portland, Maine. Perfect for a balance of work and play, we are located only minutes from ocean beaches, lakes, rivers, and mountains where you can conveniently access outstanding outdoor activities. If city life is more your style, the area offers fantastic shopping and dining options as well as a diverse arts and entertainment scene.

Let's Connect!

SME is always looking for new talent. If this position sounds like a good fit for you, **please submit your resume and cover letter as a single PDF or Word document to: smeresumes@sme-engineers.com**

No telephone calls, please.

SME is an Equal Opportunity Employer committed to fairness in all our employment practices. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law.