

Accountant

Wilcox Environmental Engineering, Inc.

Location: Indianapolis, IN (On-site with remote flexibility)

Employment Type: Full-Time

Position Summary:

Wilcox Environmental Engineering is seeking a qualified Accountant with a strong background in accrual accounting. Experience in the Architecture and Engineering ("A&E") industry is preferred, as is familiarity with Deltek Ajera. This role requires a detail-oriented professional who is comfortable working independently and is capable of managing responsibilities with minimal supervision.

Although Wilcox operates in a largely remote environment, this position requires significant time in the Indianapolis office. In addition to managing all accounting functions, this role also oversees day-to-day office administration, including supporting project staff, coordinating with vendors, handling office-related logistics, and ensuring smooth internal operations. The accountant serves as the primary liaison with the company's external accounting firm and banking partners.

Key Responsibilities:

- Oversee all day-to-day accounting operations
- Maintain the general ledger using accrual-based accounting
- Prepare monthly financial statements and internal reports
- Track and analyze project budgets, costs, and profitability
- Manage accounts payable, accounts receivable, and payroll
- Coordinate the monthly and year-end close processes
- Serve as liaison with the company's CPA firm and bank
- Develop and manage Excel-based financial tools and reports
- Assist with budgeting, forecasting, and audit preparation
- Provide financial support and analysis to company leadership
- Manage daily office operations and administration
- Support project staff with scheduling, document coordination, and logistics
- Oversee vendor relationships and basic facilities coordination
- Manage and reconcile balance sheet accounts and asset schedules
- Support corporate tax filings and assist with year-end tax preparation
- Apply knowledge of accrual-to-cash accounting conversions for tax purposes

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field
- Minimum 5 years of relevant accounting experience, preferably in the A&E industry

- Strong understanding of accrual accounting as well as accrual to cash conversions
- Advanced proficiency in Microsoft Excel
- Experience with Deltek Ajera preferred
- Strong attention to detail, organizational skills, and analytical thinking
- Ability to work independently and manage multiple priorities
- Strong written and verbal communication skills

Compensation and Benefits:

- Competitive salary based on experience
- 401(k) with company match
- Paid vacation and holidays
- Medical, dental, and vision insurance
- Supportive and flexible work culture