



Staff Accountant

TerranearPMC, LLC (TPMC), a national environmental consulting and remediation firm, is seeking a full-time Staff Accountant for our Exton, PA office. The selected candidate will report to the Director of Accounting & Human Resources. This is a wonderful opportunity for the right candidate to advance their career with growth potential and an expanded role within the company.

Education/Experience Requirements:

- Associate or Bachelor in Business or Accounting required
- 2-5 years related accounting experience
- Strong problem solving and analytical skills
- Outstanding oral and written communication skills
- Strong system skills with proficiencies in Excel and Word is a must
- Experience with computer accounting software – Deltek Vision Software a plus
- Federal accounting experience beneficial

Requirements of this Role (include but not limited to):

- Maintain, control and administer client project/contract files
- Perform routine audits of all project costs for validity, coding, approvals, etc
- Prepare and distribute monthly project cost reports
- Prepare client invoicing in accordance with contractual obligations
- Monitor project budgets, progress, and provide commentary as needed
- Coordinate and maintain project data in the Deltek Vision accounting system
- Initiate and monitor client invoice collection efforts
- Assist with various monthly and annual reporting requirements
- Assist with external and governmental audit preparation
- Assist with human resources functions as directed.
- Other projects/tasks as directed.

Job Type: Full-time, on-site

Work Location: Exton, PA office; In person.

Schedule: Monday to Friday with limited flexibility

Salary & Benefits:

- Salary is commensurate with education/experience
- 401(k), 401(k) matching, Dental insurance, Health insurance, Life insurance, Paid time off, Vision insurance, Education assistance,

Culture/EEO Statement

TPMC strives to hire and retain enthusiastic, diverse, and intellectually curious people who could become leaders in their field. We actively seek and emphasize exceptional interpersonal and communication skills, a spirit of collaboration, and problem-solving abilities, in addition to a passion for

technical excellence and quality. We seek individuals with leadership potential, a commitment to lifelong learning and growth, and the desire to build a long and rewarding career with a growing company.

If you're looking for a supportive and exciting place to work, a place with challenging and rewarding projects, and a company that is recognized for its employee focused culture, legacy of staff retention, technical expertise, and business success, then TPMC may be right for you. We are proud to offer our employees a highly competitive benefits package including medical, vision, and dental coverage plans, life and AD&D insurance plans, short & long-term disability programs, 401(k) retirement plan, tuition reimbursement program, paid holidays and paid vacation. A relocation package may be considered for this position for the chosen candidate. Salary will be commensurate with education, skills, and experience.

TPMC participates in E-Verify and is an Equal Opportunity Employer. TPMC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. Women (and/or) minorities may be under-represented in this position and are encouraged to apply. US Citizenship is required. Please submit your letter of interest, resume, and salary requirements to: HR@TerranearPMC.com

www.terranearpmc.com