

Position: ACCOUNTING CLERK/ADMINISTRATIVE SUPPORT – Full-time employee

Office Location: Minneapolis, Minnesota

Description

Meyer Borgman Johnson is looking for an accounting clerk/administrative professional with at least 2 years of experience to provide accounting and administrative support. The position is full-time Monday through Friday with salary commensurate with experience level and skill set.

Required Qualifications

- Strong Microsoft Office skills
- Strong basic math skills and judgment
- Availability to work 8 hours/day, M-F
- Strong verbal and written communication skills
- Strong Excel skills
- Organized and detail oriented
- Team player and proven positive attitude when working with both internal and external colleagues and clients
- Strong software and computer learning skills

Desired Qualifications

- Bachelor's Degree, Associate Degree, or equivalent experience
- Experience with Deltek Vision system
- Experience with architecture or engineering firms

Desired Qualities

- Highly developed organizational abilities
- Able to work well in demanding climate with frequent interruptions
- Effective, strong communication skills at all levels, including with project team, managers, and clients
- Flexible and easily adapts to change

Benefits

- Competitive pay and benefits commensurate with experience and qualifications, including health, dental, disability, flex-benefits, 401k, mass transit card, continuing education, flexible schedule, travel pay, etc.
- Flexibility to shape your career path and grow with the firm
- Ability to work with stimulating colleagues on a daily basis in an environment that is challenging, fun and promotes individual growth, teamwork, and creativity

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