

Cripe is marking its 83rd year as one of the leading design firms in the State of Indiana. As a Minority Business Enterprise (MBE), Cripe provides services to its clients in Architecture + Interiors, Civil Engineering, Survey + 3D Laser Scanning, Energy + Facilities, Equipment Planning and Real Estate Services. Its work spans all industries but concentrates in the Health + Wellness, Education, Retail, Government / Municipalities, Commercial and Residential markets. Headquartered in Indianapolis, Cripe also has offices in Carmel, Bloomington and Evansville, IN. Cripe is BIM Proficient – Civil 3D/Revit/3D Laser Scanning. Cripe is **Employee Owned**.

Without question, the most important factor in our success is the quality people that comprise the Cripe team. Our vision statement – **“To Be the Company of First Choice** – for strategic, trusted partnership through innovative solutions and proven stewardship of our people, clients, and communities”. – lists our people first as we know we are only as strong as the people who comprise our Cripe team.

Cripe believes that learning is a lifelong pursuit and as such professional development of our staff is ongoing and generously funded. Cripe is the place you come to grow a career, be a true teammate, impact your community and have a great time doing so. **As a 9 time recipient of Best Places to Work in Indiana (BPTW) Awards – including our 2019 BPTW Award and Hall of Fame status** - we understand how important work environment, benefits, compensation and your teammates are in determining a professional home. **Cripe is where you want to be.**



Solutions by Design Since 1937

Without question, the most important factor in our success is the quality people that comprise the Cripe team. Cripe is seeking a talented individual to join our team in the position of Accounting Associate.

As a member of the Finance team, reporting to the Vice President of Finance, this position is a key contributor to the success of both the Finance team and the firm. Responsible for supporting project accounting, contract coordination and accounts receivable. This position will work with Project Managers and Senior Project Accountant to support and emphasize project financial health and compliance with standard procedures. This includes but is not limited to: project set up, client invoicing, proposals, project review, ensuring accurate contract documentation, and contract monitoring and maintenance. This position requires a hands-on team player who assists multiple project managers. Accurate and timely performance and strong multi-tasking skills are essential. This is a new position and the successful candidate will have an opportunity to directly impact its growth and contribution to the team.

Responsibilities include but not limited to:

- Preparation and tracking of project proposals
- Preparation, tracking and follow up of primary contracts and consultant contracts
- Assistant with invoicing process – prep invoices and invoice backup per client specific requirements

- Track consultant invoices for payment processing
- Input backlog information into excel on a monthly basis and process finalized backlog report
- Provide clerical and administrative support as needed
- Special accounting projects as needed

Required Knowledge, Skills and Abilities:

- Candidates must hold a minimum of Associate Degree in Accounting or minimum of 3 years accounting work experience.
- Ajera Financial software is a plus, but not required.
- Demonstrated high attention to detail and accuracy.
- Excellent Proficiency in Microsoft Office Applications (Word, Excel, Access, PowerPoint).
- Excellent communication skills with great attention to detail- proactive and deadline-oriented.
- High energy, flexible, strong work ethic with excellent organizational, multi-tasking, follow-up and time management skills.
- Ability to handle multiple tasks and projects and rapidly changing priorities with ease.
- Self-starter with ability to work independently and in team and able to interface with all levels of the organization and with clients.
- Proven experience in dealing with confidential information required.

Compensation: Compensation commensurate with experience. Cripe is an **Employee Owned** Company with an excellent benefits package including medical/dental/vision insurance, 401K profit sharing plan, company paid short /long term disability and life insurance, continuing education support, bonus programs, paid time off and health club facility. **Cripe** is committed to its employees and provides programs which promote career development, wellness and a good life/ work balance.

*Please send cover letter, resume and references to careers@cripe.biz. Please place **Accounting Associate** in the subject line. **Cripe** is an Equal Employment Opportunity Employer and participates in E-Verify. **www.cripe.biz***