Accounting Technician

Morrison-Maierle, an employee-owned company, has an immediate opportunity for an Accounting Technician in our Helena, Montana office.

Opportunity: Full-time position in our Accounting department to play an integral part in our external and internal client services.

Qualifications: Associates Degree in Business, Accounting or similar curriculum or equivalent combination of experience and training
- Knowledge of basic accounting principles required, including understanding accounts payable, accounts receivable and basic general ledger knowledge
- Proficiency with computers and software such as Word, Excel and Outlook
- Familiarity with the civil engineering or comparable professional environment, practices and procedures preferred
- Ability to monitor and prioritize work to meet demanding deadlines
- Organizational skills and aptitude for detail
- Ability to handle sensitive and confidential information with discretion.
- Ability to perform moderate physical work and to lift and carry up to 40 pounds
- Must have a valid driver license and insurable driving record

Salary: $35,000-$40,000 Annually

Benefits:
- Employee Stock Ownership
- Medical, Dental, and Vision Insurance
- Health Savings Account contributions
- Paid Personal & Holiday Leave
- 401K matching contribution

Morrison-Maierle is an equal opportunity employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other legally protected characteristics.

Apply online at [www.m-m.net](http://www.m-m.net)