



Accounting Project Coordinator

Lawhon and Associates, Inc., based in Columbus, Ohio is seeking a stable, disciplined, and prudent individual for our growing environmental consulting business as an Accounting Project Coordinator.

Qualifications

- Ability to carry the accounting function of a project from start to finish (i.e., project set up, contract detail and invoicing).
- Strong focus on ODOT IPS and time and materials invoicing, State of Ohio, City of Columbus and other state/local invoicing systems- preferred.
- Basic understanding of Accounts Payable/Accounts Receivable.
- Project management file organization (contract, proposal, kick-offs, task/budget/schedule).
- Workload tracking data management (data entry support, contract/level of effort increase, closed task billed v spent data entry).
- Monthly red flag budget/deadline review and PM notification.
- Task order monthly client communication/updates.
- WIP review to ensure all costs are billed.
- An understanding of FAR & State Government compliance and overhead rates.
- Knowledge of Ajera/Deltek A/E software-preferred.

Skills/Experience

- Excellent written and analytical skills.
- Detail-oriented.
- Demonstrated ability to work in a fast-paced team environment with commitment to strong problem solving, accuracy, detail, timeliness, honesty, organization, diligence, and reliability.
- Ability to plan and manage multiple demanding tasks under critical timeframes.

Contact

Please send your resume in word or PDF format to Katie Blitzer at kblitzer@lawhon-assoc.com. Reference **ACCTPC2025** in all correspondence.

Lawhon & Associates, Inc. provides full-service environmental engineering and consulting services to solve environmental issues for the public and private sector. The company was established in 1985 to serve an emerging market in asbestos/lead management. Over the past 40 years, our services have grown to include environmental site investigations and remediation; ecological and wetland services; cultural and historic resources evaluations; environmental permitting; indoor environmental quality studies; and NEPA compliance. We have over 45 professionals on staff with expertise and experience relevant to the services we offer. To learn more about Lawhon & Associates, Inc., please visit our website at www.lawhon-assoc.com.

An Equal Employment Opportunity Employer L&A will adhere to the commitment that all qualified persons, regardless of veteran status, race, color, sex, age, religion, national origin, disability, or any other status protected by applicable law are entitled to equal employment opportunities.