

## POSITION DESCRIPTION

### ACCOUNTING ASSISTANT

Full Time – Westlake Village, CA

#### General Description

Epoch Projects, Inc. is a dynamic land development company specializing in civil engineering, land surveying, and land planning. We're seeking a detail-oriented professional to join our Accounting Team. The ideal candidate would assist our Accounting Team with billing and invoicing, client & project team communications, improving workflows, and providing support with integrating Unanet Clearview software.

#### Responsibilities

- Aid accounting department with billing, invoicing, accounts payables and account receivables.
- Work with accounting department on integrating into our ERP system known as Unanet (UAE) accounting software.
- Develop a comprehensive understanding of our services and speak with Clients about their billing and project progress.
- Aid project managers in maintaining project budgets and financial projections for future work.
- Produce invoices to Clients for Time and Material projects on a bi-weekly basis.
- Establish and maintain positive Client relationships.
- Punctuality and regular attendance.

#### Qualifications

- Bachelor's degree in accounting
- One year of experience in an accounting role or a combination of education and experience totaling three years.
- Experience with MS Office Suite.
- Excellent communication skills as well as time management and organizational skills.
- Strong sense of urgency and self-initiative to meet deadlines and project demand.

#### Physical Demands and Working Environment

- Primarily indoor professional office environment, which can consist of possible bright/dim light, noise, fumes, odors, and traffic.
- Mobility around an office environment, occasional squat or kneel.
- Frequent and prolonged use of standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Occasional lifting or carrying up to 20 pounds.
- Occasional pushing or pulling up to 20 pounds.
- Occasional reaching outward or above shoulder.

Note, while this job description is intended to be an accurate reflection of the job requirements, it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Management reserves the right to modify, add, or remove duties from jobs and to assign other duties as necessary at any time with or without notice.