



## **OFFICE / ACCOUNTING ASSISTANT**

Environmental Systems Service, Ltd. (ESS) is an environmental services firm located in Culpeper, Virginia. ESS has been a leader in water & wastewater treatment operations and maintenance for over 46 years. The company also maintains a state certified environmental laboratory, which supports our Environmental Services Division, as well as performing water, wastewater, and soil testing from outside clients.

ESS is seeking an organized, detail-oriented person for a full-time position as Office/Accounting Assistant. Candidate must be experienced with MS Word, Excel and have the aptitude to quickly learn other computer programs. In addition, it is essential to communicate effectively both verbally and in writing, and demonstrate the ability to establish and maintain effective working relationships with others, prioritize work to obtain a high degree of efficiency, determine and handle confidential matters, and use tact in dealing with the customers and staff members in a fast-paced environment.

Duties include answering multi-line phone system, customer service, process and record routine accounting transactions, data entry, filing, and general office duties. Responsibilities include, but are not limited to:

- Greet customers and answer routine questions.
- Answer and screen telephone calls.
- Prepare daily bank deposits. Post, verify, and balance debit and credit entries.
- Maintain records through filing, retrieval, retention, storage, compilation, coding, updating, and purging.
- Operates computer to enter data into spreadsheet and/or database.
- Routes incoming mail; sort and categorize material.
- Data entry and update spreadsheets.
- File documents and records.
- Copy, fax, e-mail correspondence.
- Other duties as assigned.

Salary is based on several factors, including experience, and is evaluated on an individual basis after an application has been submitted.

Download application and send with your resume, including references and salary requirements, to [info@ess-services.com](mailto:info@ess-services.com). Should you have any additional questions, please call Human Resources at 540-825-6660.

*Equal Opportunity Employer*