



Accounting and Project Manager

Location: Torrance, California

Davenport Engineering, Inc. has an opening for an experienced full-time or part-time professional to manage our expanding financial accounting and project needs. We are an established small business in the technical service industry with strong growth opportunities and a bright future ahead. The ideal candidate is an ambitious individual who brings business expertise as well as a desire to make a difference.

About the Company

Davenport Engineering, Inc. is a full-service environmental consulting firm located in Torrance, California, with expertise in the areas of air, water, waste, hazardous materials, climate change, and energy. Our clients include businesses in the petroleum, industrial gas, chemical, manufacturing, food, and aerospace industries. Our company has a reputation for employing hands-on, hard-working engineers and scientists, and for developing well rounded employees.

We are a team of 20+ professionals who share a passion for meeting our clients' environmental compliance and reporting challenges. We embrace the philosophy of "total engineering" whereby we are empowered to manage all aspects of the job – project quality, budget, and schedule – and we are rewarded for success accordingly. We work and play hard in a fun, flexible, friendly, and supportive workplace.

About the Position

You will work closely with the Administration Manager and an Assistant (bookkeeper) and report to company principals.

Accounting responsibilities include monthly financial reporting, invoicing, AP/AR, account management, tax planning, monthly reconciliations, and maintaining related client project records. Other responsibilities include working with technical staff to help manage certain cost aspects of engineering projects (projections, budgeting, spend tracking, invoice reviews, and continuous process improvement). This position also tracks and evaluates key performance indexes to improve company efficiency and the bottom line.

As part of our administration team, there may be times that the position covers for and assists with matters related to bookkeeping, contracts, licensing, vendor services, proposal writing, and employment policies.

Qualifications

Candidates should have a B.S. or B.A. degree in business, accounting, finance, or a related discipline, and 4+ years of work experience.

Candidates should also have excellent professional references.

Individuals who are self-motivated, detail oriented, well organized, effective at meeting deadlines, strong with written and verbal communication, and able to thrive in a fast-paced team environment are well suited for this position.

This position is open to candidates interested in full-time or part-time employment based on a work schedule crafted to fit one's work-life balance preferences.

Benefits

We recognize that our success lies in the talents and commitment of our employees. To attract and retain the best and brightest, we offer a variety of benefits: SIMPLE IRA retirement plan with company match; medical, dental, and vision insurance; short-term and long-term disability insurance; paid vacation and sick leave; paid holidays; performance-based bonuses and spot awards; a seasonal 9/80 work schedule; and various company team building and professional development events. Eligibility may vary for part-time employment.

Inquiries

Davenport Engineering, Inc. is an *Equal Opportunity Employer*. All qualified candidates will receive equal consideration. For more information or to express interest in this position, please contact Administration Manager Joanne Ordinario at (310) 787-4600 or joanne.ordinario@davenport-co.com.

Notice

Davenport Engineering, Inc. does not accept unsolicited resumes from recruiters or employment agencies. Receipt of any such unsolicited documentation is considered the property of Davenport Engineering, Inc. with no implied agreement with or financial obligation to the sending third party.