

Position: Accounting Specialist

Location: Indianapolis, IN (In-office)

When you join Weihe Engineers as an Accounting Specialist, you will step into a key role essential to sustaining our continued growth across the Midwest. Celebrating our 66th anniversary in 2026, our firm has built an excellent reputation as the preferred choice for clients and professionals alike, specializing in civil and site development projects where communities live, work, shop, and play. We're listed on the IBJ Top 25 list of largest engineering firms and a Top Workplaces repeat winner.

As a primary anchor of our cohesive administrative team, you will be responsible for coordinating and completing full-cycle project billing and maintaining excellent client relations. Because our engineering and land surveying projects range from a few months to several years, you will manage multiple monthly billing cycles from project initiation to completion. In this role, you will work closely with our Project Managers to ensure billing accuracy, while also providing high-level support to our Administrative Director.

Our Requirements:

- A High School diploma or equivalent is required, though a Certificate, Associate, or Bachelor's degree in Accounting, Finance, or Business is preferred.
- You should have 2+ years of dedicated experience in billing and client relations, ideally within an architecture, engineering, or project-based professional services firm.
- Working knowledge of Ajera Accounting Software is a strong plus.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel) and Adobe Acrobat Professional is required.
- Strong mathematical aptitude, rigorous attention to detail, and sharp organizational skills are essential to prioritize multiple overlapping assignments.
- You must be a motivated self-starter with strong time management skills who is proactive, works well independently, and is a collaborative team player across all levels of the firm.
- Excellent written, oral, and interpersonal communication skills are required.
- Commitment to ongoing learning to enhance your professional knowledge.

Your Skills and Responsibilities:

- Execute timely and accurate weekly and monthly project billings, ensuring all client invoices precisely align with contract terms.
- Lead the accurate setup, initialization, and tracking of new engineering, landscape architecture, and land survey projects within Ajera.
- Continuously improve Ajera accounting processes, customize reporting templates, and develop functional dashboard widgets to increase team efficiency.
- Proactively reach out to new clients to introduce our billing department, confirm invoicing procedures, and verify payment terms.
- Maintain open lines of communication with clients post-invoice to ensure receipt, address inquiries, and guarantee client satisfaction.
- Professionally manage collections by contacting accounts that become past due and resolving payment discrepancies with diplomacy and tact.
- Provide phone backup for receptionist.
- Partner actively with the core administrative team to assist with departmental projects and provide seamless support to the firm's leadership.
- Maintain a high degree of flexibility, stepping in to contribute to the broader team's success when and where needed.

Compensation and Benefits:

- Compensation is highly commensurate with experience
- Comprehensive benefits package including health insurance, 401(k), paid time off, and more
- Opportunities for professional growth and advancement
- Supportive work environment with a focus on teamwork