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Position: Billing & Accounting Specialist

Location: Carmel, IN / Northside Indianapolis, IN (In-office)

When you join Weihe Engineers as a Billing & Accounting Specialist, you will step into a key role essential to sustaining our continued growth across the Midwest. With nearly 70 years in business, our firm and 100 teammates have built an excellent reputation as the preferred choice for clients and professionals alike. What exactly do we do? We specialize in land development offering civil engineering, landscape architecture, sustainable design, and land surveying services. Imagine the places where you live, work, shop, and play—we do all the design outside of the building itself. You can find us listed on the IBJ Top 25 list of largest engineering firms and can take note that we're a Top Workplaces repeat winner.

A glance at what you'll actually do here

As a member of our cohesive accounting team, you will be responsible for coordinating and completing full-cycle project billing. Because our 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 Controller.

More on this role and what you can expect

- Whether you have a lot of experience or a little, your first 90 days are guided by a plan to get you comfortable and confident so you can perform at your highest level. There's a lot to learn. Including getting familiar with our systems, processes, services, and software. Plus, meeting Project Managers and others around the company. You can rest easy knowing you've got an extremely supportive team and culture around you that is eager to answer all your questions and introduce you to the Weihe way as you step into your billing cycle.
- A typical week depends on whether we're in the billing cycle for the month or in-between cycles. You'll be entering new projects, tracking proposed and contracted revenue, collaborating with Project Managers, preparing billing worksheets,

executing our billing process, running end-of-week reporting, maintaining accurate Account Receivables (AR) and Work In Progress (WIP) and more.

- This is an in-office, team-based role with significant collaboration with other Billing & Accounting Specialists.
- You can count on us to provide a supportive work environment with a focus on teamwork.
- Success in this role can lead to more advanced billing and accounting responsibilities and potential for advancement as we continue growing.
- You can take pride in contributing to a company that has experienced record revenue and staffing over the last 15 years. And, 2027 projections are strong.

Your 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.
- Partner actively with the accounting 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.

What you bring (must-haves)

- 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, ideally within an architecture, engineering, or project-based professional services firm.
- Working knowledge of Ajera Accounting Software is a strong plus. If not, we'll train you.
- 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 grow professionally.

Total compensation and benefits:

- Compensation includes salary, plus paid for any hours over 40 in a week on bi-weekly basis, plus performance bonus. Your final offer will reflect your experience, credentials, and the value you bring.
- Health & wellness – health insurance (company-paid option, dental (company paid option), vision and a lot more. Plus, an on-site fitness center with private locker rooms and a private wellness room. Up to 10-weeks paid maternity and paid new-parent leave too.
- Financial – 401k (with 6% company match), performance bonus check, and an extremely competitive base pay.
- Time & flexibility – paid time off, flexible work schedules that protect real work-life balance, paid holidays along with two floating holidays.
- Community & purpose – encouragement and support to serve others in the community. What's your favorite org or cause?
- Career – ask us about Weihe University, our career development plans, and regular check-ins to support your professional development progress.

About Weihe Engineers

Established in 1960 with nearly 100 employees and headquartered in Carmel, IN / Northside Indianapolis. Weihe Engineers, has been recognized as a Top Workplaces and is on the IBJ list of largest engineering firms—recognition that says a lot about our culture, leadership and steady growth.

We value and believe in: caring for each other, our clients, and the work we do; helping you seek opportunities to learn and grow; serving with integrity to create trust by doing what's right and putting others first; having a positive and proactive attitude leading to better

behavior and better outcomes. We live these four core values every day and know you'll be proud to serve here.

Ready to get introduced?

If you're looking for a great place to work with great people, room to grow your career, and with the work / life balance you want, send us your resume at connect@weihe.net and let's get introduced. Applying is quick… resume first, conversation second, interview third. We look forward to taking the time to get to know you better and more importantly, for you to get to know us better. These are big decisions and we want to do it right.