



**Gibson-Thomas Engineering Co., Inc.** is a full-service civil engineering firm based in Pennsylvania that provides engineering design and construction inspection services to clients on projects of varying sizes and complexity. We are a growing firm with Pennsylvania offices in Latrobe, Camp Hill, Indiana, Wexford, Fayette and Washington.

### **The Role**

We have an opportunity for a full-time *Business Office Administrative Assistant* position in our Latrobe office. Ideal candidates for this position will have previous accounting experience and knowledge of Microsoft Office and financial software.

### **Responsibilities**

- Support accounting operations by filing documents, reconciling statements, and running software programs.
- Serve as a resource for the processing of accounts receivable, accounts payable, payroll and human resource functions.
- Assist with any other duties as required within the business office.
- Maintain confidentiality of company's accounting records.
- Participate in educational opportunities to advance job skills as needed.

### **Qualifications**

- Previous accounting experience preferred.
- Knowledge of Microsoft Office products and familiarity with financial software.
- Ability to work independently as well as within a team environment.
- Excellent organizational skills and attention to detail.

### **Benefits Eligible for this Position**

- Health and disability insurance benefits
- Paid flexible vacation time and holidays
- 401(k) plan with company funded match
- Flexible work environment

**Gibson-Thomas** is proud to be an equal employment workplace. Individuals seeking employment are considered without regard to age, ancestry, color, gender (including pregnancy, childbirth, or related medical conditions), gender identity or expression, genetic information, marital status, medical condition, mental or physical disability, national origin, protected family care or medical leave status, race, religion (including beliefs and practices or the absence thereof), sexual orientation, military or veteran status, or any other characteristic protected by federal, state, or local laws.

Please use the contact information listed below to submit your resume via email; any questions or need for additional information can also be directed to Beth Alesi via email or phone.

### **Contact Information**

Contact Person: Beth Alesi  
E-Mail Address: [beth.alesi@gibson-thomas.com](mailto:beth.alesi@gibson-thomas.com)  
Phone: 724-539-8562