



**Assistant Bookkeeper  
(Deltek - Ajera  
(Part-Time / Hybrid)**

**Schweitzer & Associates, Inc.**

Schweitzer & Associates, Inc. (S+A) is a certified DBE/SBE/WBE, founded in 2006 to help companies, organizations, and institutions achieve their sustainability goals and stay “ahead of the curve” in creating healthy, sustainable, economically viable resilient communities. We collaborate with our clients and their stakeholders to create win-win-win solutions that prioritize environmental benefits, increase social equity, and maximize profits.

We work with some of the preeminent landowners, community developers, Counties, Cities, Transportation Authorities, and universities in the country. Learn more about us on our website: [www.schweitzer-associates.com](http://www.schweitzer-associates.com)

**Job Description**

S+A is looking for a part-time Assistant Bookkeeper to assist in onboarding Deltek-Ajera, and transitioning from Quickbooks Pro to Ajera, with ongoing accounting / bookkeeping support ensure accurate accounting of AR/AP and FAR reporting if needed. Assistance in developing Ajera templates for projects, clients, invoices, and widgets and assisting in organizing documentation for managing and administering various types of projects, from simple to more complex.

**Duties and Responsibilities**

Responsibilities include working closely with our Accounting Manager and Project Managers to maintain accurate record keeping of accounting and project data:

- Support the development of budgets for consulting projects, many of which are for government agencies, so familiarity with FAR reporting is a plus.
- Work will be hybrid, virtual and some onsite in office.

Duties focus primarily on providing assistance with integrating accounting and project management, including:

- Coordinating project schedules, resources, and information.
- Ability to work independently and as a team to deliver on project objectives.
- Responsible for the appropriate and timely completion of administrative tasks.
- Maintain and track statement of work, preliminary invoices, and update budgets.
- Assist and work alongside the S+A’s Accounting Manager and Project Managers to help document, reinforce, and track processes, prioritize tasks, and produce deliverables.
- Monitor day-to-day activities and ensure work is progressing.
- Ensure standards and requirements are met through quality assurance.
- Other duties as assigned.



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**Qualifications**

- Bachelor's degree at a minimum, and 2-3 years proven job experience, or comparable combined job and education experience.
- Proven understanding of Deltek-Ajera integrated Project Management Accounting system a must.
- Familiarity with FAR (Federal Accounting Reporting) reporting.
- Detail oriented, high integrity, with acute attention to detail.
- Ability to prioritize multiple simultaneous projects with varying deadlines.
- Highly proficient in Microsoft Office (Word, Excel, PowerPoint, etc.)
- Must possess strong interpersonal communication skills; be able to work independently, multi-task, problem solve, and have the ability to meet deadlines with a high energy, confident, and positive attitude.

**Compensation**

TBD based on experience (range \$35-\$45 hourly)

Please apply online at S+A Careers: [Careers — Schweitzer & Associates \(schweitzer-associates.com\)](https://www.schweitzer-associates.com/careers)