



Accounts Payable / Payroll

Want to become a vital member of a super team of engineers, scientists, and technicians providing services in over twelve states?

***We are driven by inspiring the right people
to be a part of our future-focused business objectives.***

***We are looking to hear from dedicated and hard-working individuals to join our team.
Our pace is fast, and the work is challenging, but the opportunities are here
for long-term employment and growth, both professionally and personally.***

Can you answer 'yes' to these questions?

1. Do you have at least two (4) years' experience in human resources and payroll processing including administration of benefits?
2. Do you have at least (4) years of experience processing the full cycle of accounts payable?
3. Are you proficient with Microsoft Office?
4. Are you known for attention to detail?
5. Do you enjoy learning new things and taking on new challenges?
6. Can you work independently as well as participate as a productive member of a team?
7. Are you good at taking direction, following instructions, and working independently?
8. Do you have excellent communication and organizational skills?
9. Do you provide excellent customer service to internal and external clients?
10. Can you keep personal employee information confidential?
11. Are you able to multitask and have great time management skills?

**Talent is the essence of meeting our client's objectives, goals, and challenges. If this sounds like a fit for you, we would love to have that first discussion about you joining our team.
(Confidential interviews available for those currently employed)**

**Envirotech strives to provide unparalleled service to our clients.
Our guiding philosophy – to turn our client's ideas into realities through
innovation, teamwork, and a client-focused approach – remains constant.
You will actively support Envirotech's commitment to safety and its Core Values.**

Email your inquiry or resume to: Carol Roberts: accounting@envirotechconsulting.com.
Please put 'Application AP / Payroll' in the subject line. **Call us:** 580-234-8780

**Envirotech offers a competitive compensation and benefits package including a 401k plan
with a company match. For more information please visit our website at
www.envirotechconsulting.com.**

The benefits of working with Envirotech Engineering and Consulting:

- We are an award-winning organization with talented employees who are proud of the services we provide to our customers, the support and care we have for one another as team members, and our contributions to our community.
- A working environment full of dedicated coworkers, and a team of organizational leaders focused on ensuring you have the tools necessary to succeed!
- Envirotech is EEOC compliant and encourages America's military veterans to apply.
- Opportunities for advancement and development.
- Family-owned business atmosphere.
- Variety of interesting assignments, projects, and work locations
- Envirotech makes an investment in your development and training. You may receive **company-paid** training to receive certifications or continuing education in relevant areas.

The salary range for this position is \$18.00 to \$20.00 per hour to start, dependent upon experience.