



JOB DESCRIPTION

Job Title : Accounts Receivable / Administrative Assistant
Department : Administration
Status : Full Time
Pay Range : \$18 - \$20/hour (based on experience)

COMPANY OVERVIEW

GSE Engineering & Consulting, Inc. (GSE) is a geotechnical, structural, and environmental consulting engineering firm located in Gainesville, Florida. Our team consists of highly motivated engineers, technicians, and administrative personnel, working together to solve problems through practical, innovative, practical, reliable, and sustainable solutions. Our goal is to make the life of our community, people, and clients easier by delivering solutions to problems.

Position Summary

We are looking for an enthusiastic, organized, and self-motivated Accounts Receivable / Administrative Assistant to join our team. This role supports our finance and administrative operations and requires strong attention to detail, clear communication, and a commitment to meeting deadlines.

KEY RESPONSIBILITIES

Accounts Receivable

- Contact clients regarding past-due balances and follow up professionally.
- Collaborate with Project Managers to resolve collection issues.
- Prepare accounts for collections when necessary.
- Process credit card payments and maintain accurate records.

Administrative Assistant

- Proofread, format, edit, and compile documents and reports.
- Submit 811 underground utility locate tickets.
- Invoice preparation and dispersal.
- Complete assignments accurately and on time.
- Use Microsoft Office (Word, Excel) and Adobe Acrobat to support daily tasks.
- Monitor inventory and coordinate ordering of office supplies.

QUALIFICATIONS

- 1–3 years of experience in an office environment.
- Knowledge of accounts receivable processes.
- Proficiency in Microsoft Office Suite and Adobe Acrobat.
- Strong written, verbal, and interpersonal communication skills.
- Ability to work independently and as part of a team.

BENEFITS

- Health insurance eligibility after 60 days.
- 401(k) plan (90-day eligibility).
- Paid time off (PTO).
- Supportive, collaborative workplace.

GSE Engineering & Consulting is an Equal Opportunity Employer and participates in E-Verify. GSE will not sponsor a work visa (H1B, etc.) to fill this position.

If interested in this position, please send your resume to careers@gseengineering.com.