



Johnson & Associates, Inc.  
April 2, 2019

## **STAFF ACCOUNTANT (Part-Time)**

**ABOUT OUR FIRM:** Johnson & Associates is a full-service civil engineering firm with over 400 years of combined local and national experience in all facets of land development, catering to both public and private sector clientele. With a staff of over 50 qualified individuals, we pride ourselves on the reputation we have established with professionals throughout the country for the superior quality of our work and our response to the various individual needs of our clients. Located in the Historic Bricktown district of Oklahoma City, Johnson & Associates proudly serves Oklahoma City and the surrounding region.

For more information on J&A's services, team, and projects, visit [www.jaokc.com](http://www.jaokc.com).

**JOB DESCRIPTION / ESSENTIAL DUTIES:** We are looking for a Part-Time Accountant to assist our CFO in all aspects of accounting. Duties will include client and project setup, monthly billing, accounts payable and accounts receivable.

**QUALIFICATIONS REQUIRED:**

- 2+ years of related experience in general ledger accounting

**BENEFITS:**

- Yes

**CONTACT: Mike Bolka at (405) 235-8075 or [mbolka@jaokc.com](mailto:mbolka@jaokc.com)**

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