

Business Manager

30 Hrs/Week, Flexible Hours, Health Benefits

NextGen Engineering, is seeking a Business Manager with a strong Quickbooks (online) background and office management experience. The role will be responsible for overseeing administrative and financial activities of the firm. This job requires an individual that has experience handling sensitive company information. All functions related to Bookkeeping and office management of an engineering firm that specializes in Planning and engineering services will be expected. The person selected will provide assistance to the team for special projects as needed.

The ideal person for this job will have strong interpersonal, written/communication skills, proficiency in MS office Suite, Quickbooks online, and database management

- Bachelors or Master's Degree - in Business or related field
- At least 3 years of work experience
- Experience and interest in water resources
- Intermediate Excel Experience
- Good written and communication skills
- Familiarity with financial statements
- Human resource experience a plus

- Please send a detailed resume, and two references to admin@ngeneng.com

About NextGen Engineering Inc.

Founded in 2012, NextGen Engineering, Inc. specializes in water resource engineering and provides clients with local and efficient expertise in the following areas: • Water supply and Sewer Design/Construction • FEMA Flood-map Changes • Flood Insurance Mitigation • Grading Plans • Drainage Plans • Watershed Planning • Hydrology • SWPPP and SWPCP • Hydraulic Analysis and Design • Levee and Embankment Design • Hydrography – Flow Measurement • Floodplain and Floodway Mapping • Topographic Survey with Geo-reference • FEMA Elevation Certificates • Creek Restoration • Erosion and Sediment Control.

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