

April 2026

**Carnow, Conibear & Assoc., Ltd. (Carnow Conibear),
a leading environmental, health and safety consulting firm located in downtown Chicago, has
an excellent opportunity for a:**

Junior Accountant

Carnow, Conibear & Associates, Ltd. is a leading environmental, health, and safety consulting firm located in downtown Chicago. We are seeking a detail-oriented Junior Accountant to support the Finance Department with daily accounting activities, accurate recordkeeping, and timely financial reporting.

Key Responsibilities:

- Maintain accurate accounting records and general ledger entries
- Prepare basic journal entries and assist with account reconciliations
- Support month end, quarter end, and year end close activities
- Assist with Accounts Payable and Accounts Receivable, including invoicing, billing, and payments
- Review and process employee expense reports
- Help prepare financial reports and perform basic data analysis
- Set up and maintain project accounts and financial coding
- Respond to internal accounting questions and work with Finance, HR, and Operations teams
- Basic understanding of accounting principles and financial processes
- Strong attention to detail and accuracy
- Ability to manage multiple tasks and meet deadlines
- Good organizational and time management skills
- Clear written and verbal communication
- Ability to work independently with appropriate guidance
- Commitment to confidentiality and ethical standards

Qualifications & Preferred Credentials

- Bachelor's degree in Accounting, Finance, or a related field
- Or an equivalent combination of education and experience
- 2–4 years of accounting or related experience
- Experience assisting with reconciliations, month end close, or financial reporting preferred
- Proficiency in Microsoft Excel and Office Suite
- Experience with Deltek Ajera or similar accounting software
- Experience in a professional services or project based environment

Why Join Carnow Conibear?

You will be part of a collaborative, mission-driven team that values professional excellence, environmental stewardship, and innovation. We promote a supportive work culture with genuine opportunities for growth, leadership, and impact.

Carnow Conibear is an equal opportunity employer committed to building a diverse and inclusive workforce.

Benefits include:

- Competitive base salary starting at \$60,000-\$75,000, commensurate with experience
- Medical, dental, and vision insurance
- Life, AD&D, and disability coverage
- 401(k) with employer match
- Flexible spending & health savings accounts
- Paid vacation, holidays, sick and personal time
- Paid training, certification, and licensing

Ready to take your career to the next level?

We'd love to hear from you. Apply today and let's explore how your expertise can help shape a sustainable future.

Candidates shall submit resume to:

Jamie Foelske (ccahiring@ccaltd.com)
Carnow, Conibear & Assoc., Ltd.
600 West Van Buren Street, Suite 500
Chicago, IL. 60607