

January 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:**

Staff Accountant

Carnow, Conibear & Associates, Ltd. is a leading environmental, health, and safety consulting firm located in downtown Chicago. We are seeking a detail-oriented Staff Accountant to support the Finance Department with a focus on accurate reporting, efficient reconciliations, and smooth month-end closes.

As a Staff Accountant, you will be a key player in maintaining the financial health of the organization by preparing financial reports, analyzing data, and supporting various accounting functions.

Key Responsibilities:

- Prepare monthly financial statements and general ledger entries
- Manage Accounts Receivable including vendor invoicing and billing
- Review and process employee expense reports
- Perform monthly account reconciliations
- Develop and analyze financial reports to support decision-making
- Assist with cash flow and balance sheet analysis
- Set up new project accounts and ensure accurate coding
- Support month-end and year-end close activities
- Handle various administrative accounting tasks as needed

Qualifications & Preferred Credentials

- Bachelor's degree in Accounting or related field
- CPA certification a plus
- 3–5 years of relevant accounting experience
- Proficiency in Microsoft Excel, Office Suite, and Adobe
- Experience with Deltek Ajera or similar accounting software (preferred)
- Excellent attention to detail and organizational skills
- Strong communication and customer service abilities
- Ability to manage multiple priorities in a fast-paced environment
- Initiative and proactive problem-solving approach

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 \$70,000-\$95,000, 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@ccaltld.com)
Carnow, Conibear & Assoc., Ltd.
600 West Van Buren Street, Suite 500
Chicago, IL. 60607