



**GORDON**, a Washington Business Journal Top 25 multi-disciplinary engineering site planning and landscape architecture firm is seeking a Deltek Vision Billing Specialist with expertise in Federal and other public sector contracts. The candidate should possess advanced skills in Deltek Vision billing and project set-up and maintenance, as well as some proficiency in Excel. The candidate will support the Billing Manager in a fast-paced environment with minimal supervision. The candidate must be extremely detailed-oriented; have the ability to manage multiple priorities and deadlines; have strong written and oral communication skills; be a team player; be able to multi-task; and work independently. **Federal billing experience is required.** Our staff collaborates in an enjoyable work atmosphere where the employees' goals are as important as the corporate goals. GORDON provides a comprehensive benefits package including medical / dental / vision and life insurance; short and long-term disability coverage; 401(k) Plan; Continuing Education Reimbursement; and more. Salary commensurate with experience.

Please submit cover letter and resume (in PDF format only) to [jobs@gordon.us.com](mailto:jobs@gordon.us.com)

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