**Company profile:**

We are a growing subcontractor in the fire and life safety industry. We install, service, and inspect fire alarm, detection, suppression, and communication systems. Our company places a priority on teamwork, customer service, and quality of work. Our corporate culture of pursuing excellence together is what has made us successful. We strive to hire employees who want to make a difference as part of a team, and to facilitate the growth of each team member. Our employees share our same values of integrity, dependability, innovation, humility, and flexibility.

**Full Job Description:**

We are searching for a Construction Accounting Assistant to join our accounting team. Familiarity with construction accounting concepts, construction billing forms, and Certified Payroll is a must. This position will work closely with the Controller and other accounting personnel to process billing for both Construction and Service Departments, maintain relationships with our customers, including contractors to facilitate collections, handle lien waivers, and other matters, as well as assist with Accounts Payable.

The candidate selected will utilize QuickBooks Enterprise, Microsoft Office Apps, Adobe, as well as other applications.

**Work Availability.**

Regular, predictable attendance is an essential function of this position. Must be regularly available and willing to work Monday through Friday during core business hours and such other hours as the company determines are necessary or desirable to meet business needs. No travel required.

**Pay**: $18.00 - $23.00 per hour

**Essential Duties and Responsibilities.**

* Set up jobs in accounting system.
* Weekly enter job estimate and change orders
* Organize and file job records
* Create service invoices for quoted and time and materials work
* Create invoices for construction projects, including through use of AIA pay applications
* Run accounts receivable reports for Management’s review
* Contact customers regarding past due invoices
* Prepare intent to lien notices
* Prepare and distribute lien waiver paperwork
* Prepare certified payroll, OCIP/CCIP reports and other job specific reports
* Process employee expense reports
* Assist with Accounts Payable by paying bills as instructed
* Provide other accounting and clerical support to the accounting department as requested

**Qualification**

* Competent in QuickBooks Enterprise or comparable accounting software
* Prior experience preparing AIA pay applications and construction lien waivers preferred.
* Superior time management skills and the ability to multi-task
* Competency in Microsoft Excel and Word, and Adobe
* Familiarity with bookkeeping and basic accounting procedures
* Knowledge of basic concepts of Accounts Receivable and Accounts Payable
* Superior written and verbal communication skills

**Skills**

* Aptitude for numbers
* Well organized
* Detail oriented
* Independent self-starter
* Desire to be a part of a team
* Ability to work efficiently and accurately in a fast-paced environment
* Strong communication skills

**Required Experience:**

* High School Diploma
* Associates Degree preferred
* Minimum 1-3 years of experience in construction accounting
* Alternatively, 3-5 years of experience in accounting as a Billing Clerk, or Accounts Receivable Clerk

**Benefits:**

* Simple IRA
* Simpler IRA matching
* Dental insurance
* Health insurance
* Paid time off
* Vision insurance
* Life insurance