



Billing Clerk – Topsham, ME

Crooker Construction is looking for a detailed orientated and self-motivated candidate to join Team Crooker as a Billing Clerk in our Accounting and Finance department. As our billing clerk, the selected candidate will be responsible for timely and accurate billing of:

- Time and Material Billings
- Scale Slip Billings, and
- Paving Unit Billings

This position is full time, year-round.

Qualifications and Requirements:

- Working knowledge of Microsoft Office
- Solid math skills
- Strong organization and communication skills
- Must be detail oriented
- Able to work independently
- Must have a strong work ethic and ability to meet deadlines
- Experience using an enterprise resource planning (ERP) program is preferred
- Previous construction office experience is preferred

Benefits:

Vacation, holidays, group health and dental insurance, 401k and profit sharing, short and long term disability, life insurance, and much more!

To apply:

Apply online, <http://www.crooker.com/employment-application/>

OR

Visit our website, <http://www.crooker.com/employment/>, to download a copy of our application.