



Staff Accountant – Topsham, ME

Crooker Construction is looking for a detailed orientated and self-motivated candidate to join Team Crooker as a Staff Accountant. As our Staff Accountant, the selected candidate will be responsible for managing or assisting with accounting duties to ensure timely and accurate processing of financial information.

The primary responsibilities will include managing the entire accounts payable (AP) process. This will include reviewing and coding invoices, distributing invoices for approval, entering invoices in accounting software, data entry of invoice details, processing check payments, sales tax reconciliation, and preparing and submitting off road fuel tax refunds.

In addition to the AP responsibilities the selected candidate will also cross train and support a variety of accounting duties such as general ledger work, billings, preparing and reviewing financial reports, assisting with audits, reconciling accounts, and other duties as assigned by the Controller.

This is a full-time year-round position based in our Topsham, ME office. Hours are Monday – Friday 8:00am – 4:30pm.

Qualifications and Requirements:

- Working knowledge of Microsoft Office
- Ability to produce accurate work while meeting all deadlines
- Excellent interpersonal and customer service skills.
- Solid math skills
- Strong organization and both verbal and written communication skills
- Must be detail oriented, accurate, and 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
- Knowledge of certified payroll reporting is a plus.
- Previous construction office experience is preferred

Benefits:

Vacation, earned paid time off, paid 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.