



Accounting Department Assistant – Topsham, ME

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

The primary responsibilities will include managing and assisting with processing payroll, accounts payable, and accounts receivable. These duties will involve data entry, processing checks, interacting with employees, processing invoices, reporting certified payroll, and other miscellaneous tasks as directed by the Controller and Director of Finance to assist with the day to day work of the department. The selected candidate will also be required to act as backup for the Receptionist as needed.

This is a full-time year-round position. 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 and accurate
- 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, 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.