



Accounts Receivable Clerk – Topsham, ME

Crooker Construction is looking for a detail-oriented and self-motivated candidate to join Team Crooker as an Accounts Receivable Clerk in our Accounting department.

As our Accounts Receivable Clerk, the selected candidate should have prior experience with accounting procedures. Tasks will include time and material billings, contract billings, scale billings, maintaining customer files and reconciling receivables. Additional tasks may include assisting the accounting department with projects.

This position reports directly to the Controller and is full-time, year-round.

Qualifications and Requirements:

- Working knowledge of Microsoft Office.
- Previous T&M billing experience is a plus.
- Accounts receivable.
- Solid math skills.
- Strong organization and communication skills.
- Must be detailed oriented.
- Able to multi-task and work independently.
- Must have a strong work ethic and the ability to meet deadlines.
- Experience using an enterprise resource planning (ERP) program is preferred.
- Previous construction office experience is a plus.

Benefits:

Working with a great crew!

Medical, vision, and dental insurance on day one of employment, paid time off, paid vacation, paid holidays, company-paid life and disability insurance, 401k with company match and profit sharing, boot reimbursement, and more.

To apply:

Online - <http://www.crooker.com/employment/> to apply or download a copy of our application

In person - 103 Lewiston Road in Topsham, Maine

Email - completed applications should be emailed to jobs@crooker.com