



## ACCOUNTING ASSISTANT

Clark Construction, LLC headquartered on Bainbridge Island is one of the Puget Sound region's premier construction firms. Our team of highly skilled construction professionals brings experience in an impressive range of projects, of every scale, from home remodels to multimillion-dollar commercial. An employee owned company, we are committed to building exceptional structures that reflects fine craftsmanship, superior attention to detail, outstanding value and customer service that exceeds the expectation of every valued client.

### Roles and Responsibilities

- Maintain a highly functional and organized work environment
- Uphold a strict level of confidentiality
- Enter invoices/receipts as directed, route to manager
- Maintain all credit card accounts and ensure that all credit card receipts are received
- Reconcile credit card statements within 2 weeks of receiving statements
- All subcontract payments, once approved financially, must be approved through lien waivers, insurance requirements and State LNI
- Assist in updating all ledgers daily in CE
- Help create a good coding/accounting process; make suggestions to improve the current system
- Help PLTS prepare and track lien waivers, as required
- Have all billing related invoices input by the end of month deadline (usually the 25<sup>th</sup> of each month); any late submittals will be held out and hand entered if billings have not been submitted
- Support project teams with various tasks such as invoice reconciliation, timecard changes, cost changes, etc.
- Perform other duties as assigned

### Hiring Requirements

- Dependable and timely
- Years of experience: 2+
- Proficiency in MS Office and Computer Ease
- Experience with Procore is a plus
- Be comfortable working in a fast-paced office environment
- Experience with accounts payable and accounts receivable
- Exceptional communication skills – written and verbal
- Superior organization and problem-solving skills
- Excellent time and calendar management
- Valid Driver's License and dependable transportation

## **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear
- The employee is frequently required to stand, walk, use hands to finger, handle, or feel, type, and reach with hands and arms; and requires the ability to occasionally push, pull, lift and/or carry supplies up to 25 pounds
- The employee is required to perform physical and repetitive motions

## **Compensation and Benefits**

This is a full-time non-exempt position, requiring occasional evening and weekend work. Hourly salary is \$22-26 (or salaried position) DOE. Clark Construction is an Equal Opportunity Employer.

In addition, Clark offers the following benefits to full-time staff:

Paid time off: 80 hours per calendar year of paid time off (“PTO”) for sick, vacation and personal time

Paid Holidays: There are 7 paid holidays each year:

- New Year’s Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas Day

Insurance: Eligible for health, dental and short-term disability insurance on the first day of work for employees working at least 30 hours per week

Retirement Savings: Eligible for 401K program through Contractor’s Plan

## **How to Apply**

Applications accepted until the position is filled. Please send cover letter and resume to: [hr@clarkconstruct.com](mailto:hr@clarkconstruct.com). No phone calls please; only applicants selected for interviews will be contacted.