

Administrative & Accounting Assistant

Small construction contractor business needs a great candidate to fill the role of reconciliations, data entry, and basic accounting

Requirements:

- Invoice customers daily and processes card payments
- Participates in month end closing
- Maintenance of reoccurring journal entries and billings
- Assist with intercompany transactions, billings, and reconciliations
- Responds to routine inquiries from external or internal sources with standard correspondence
- Schedules and coordinates meetings, travel and other group activities
- Strong computer skills, including Microsoft software and QuickBooks
- Provides administrative support in a variety of functions to any group in the organization
- Collects, reviews, and analyzes data, and prepares reports, charts, budgets, and other presentation materials
- Ability to work well either independently or as a team
- Attention to detail with the ability to manage multiple priorities and responsibilities

Qualifications:

Must be bi-lingual

High School Diploma

Requires 1 year of general work experience

Understanding of Financial statements and transactions, accounting degree/background preferred

Works under the close direction of senior personnel

Valid Driver's License

Attention to detail & due diligence

Strong organizational Skills

***Please email resumes to hr@gfpcement.com**