



Accounting/Office Associate Position:

Lake Martin Signature Construction is looking for a skilled Accounting/Office Associate to join our team. This job will perform a variety of accounting, bookkeeping, and financial tasks as well as office duties. The Accounting/Office Associate's responsibilities include keeping financial records updated, preparing reports, and reconciling bank statements. You will run an accounting software program to process business transactions, like accounts payable and receivable, receipts, and credit cards. A successful accounting associate should be familiar with accounting procedures and have a flair for numbers and organization.

Responsibilities:

- Familiarity with bookkeeping and basic accounting procedures.
- Hands-on experience with spreadsheets and financial reports.
- Reconciling bank statements.
- Process accounting transactions including obtaining authorizations and timely, accurate entry.
- Preparing bank deposits.
- Assist with clerical and administrative tasks
- Provide accounting and clerical support to all departments.
- Maintain accounting hardcopy files and computer network files.
- Properly communicate with other employees and clients to expedite processing accounting records.
- Prepare reports as necessary.
- Keep sensitive information confidential.
- Reconcile assigned accounts in a timely manner.
- Daily enter key data accurately in QuickBooks.
- Run errands as needed using personal vehicle.
- Assist with Insurance audits, tax filings and maintaining current information.
- Maintain spreadsheets shared throughout the organization.
- Keep track of office supplies and re-order as needed.
- Answer phones and greet clients.
- Willingness to help with other office task as needed.

Requirements:

- Computer Skills- bookkeeping software and computer spreadsheets.
- Detail-oriented
- Integrity
- Math skills
- High school diploma—additional postsecondary education a plus.
- Construction knowledge is a plus.