

Accounting and Administrative Assistant

2021

Agape Construction Company is seeking an **Accounting and Administrative Assistant** to support the Business Manager and Human Resources department with various financial and administrative tasks in our Kirkwood, MO office. This is a full-time, in-office position.

Accounting responsibilities include (but are not limited to):

- Process construction loan vouchers through a disbursing company
- Accurately post vendor bills and approvals in QuickBooks
- Collect and update certificates of insurance from Vendors
- Check Deposits
- Mileage reimbursements
- Special projects and other duties as assigned

Administrative responsibilities include (but are not limited to):

- Weekly filing
- Purge year end AP files
- Set up shred truck yearly
- Prepare employee handbooks
- Create new employee folders
- Special projects and other duties as assigned

Job Requirements:

- Basic accounting knowledge
- Associate degree in Accounting preferred (or work experience in lieu of degree)
- Proficiency in **QuickBooks and Excel** and other Microsoft Office products (Outlook, Word)
- Experience processing invoices to be paid through a disbursing company
- Strong organizational skills and detail-oriented, with a high level of accuracy
- Ability to multi-task and prioritize in a busy work atmosphere
- Prior experience working with a construction company a plus

Compensation: \$20 - 23 per hour based on experience

Hours: M - F 8:00am - 4:30pm (note: this is an on-site, in-office position)

Please send resume and cover letter to sarah@buildagape.com.