



Part-Time Accounting and Administrative Assistant

Agape Construction Company is looking for a **part-time Accounting and Administrative Assistant** to support the Business Manager and Human Resources department with various financial and administrative tasks in our Kirkwood, MO office. The hours are flexible and are estimated to be 2-3 days per week.

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
- Deposit checks
- Process mileage and expense reimbursements
- Cross-train on Front Desk responsibilities and cover on an as-need basis
- 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
- Bookkeeping experience
- 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: \$19 – 21 per hour based on experience

Hours: Flexible, 2 -3 days per week (note: this is an on-site, in-office position)

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