

We've partnered with a locally owned and well-established contractor in NW Portland looking to add an experience **Assistant Bookkeeper** to their accounting team. In this new role, you will be supporting 3 accounting clerks with AP and AR, performing a weekly in-house payroll for 100+ union, hourly, and salary employees, as well as, collecting on AR for 3 states. This is a position with tons of room for growth, working in an industry that is thriving, and with a company that puts its employees at the center of their business.

Essential Functions:

- Processing a weekly payroll for 100+ employees across 3 states
- Posting weekly and quarterly payroll taxes
- Collecting Accounts Receivable for aging accounts
- Helping with backup Accounts Payable and Accounts Receivable
- Assisting Accounting Manager with various projects as assigned

Your Experience / Knowledge / Strengths:

- 5+ years accounting experience
- In-house payroll experience
- Union payroll experience a plus
- Proficient at collecting on aging accounts
- Strong communication skills
- Deadline oriented
- Construction accounting experience a plus
- Viewpoint accounting software preferred

Salary and Benefits:

- \$41,600 – \$47,840/year DOE
- Full Time, M-F, 7am – 3:30pm
- Medical, Dental, PTO, 401k once hired on

Job number #3146

If you are excited to pursue this great opportunity and you'd like to be considered for this position, we would love to hear from you. Please email me your resume to: mmoore@actionemployment.net