



## Job Posting

### POSITION SPECIFICS

<b>Job Title:</b>	<b>Accounting Assistant</b>
<b>Department:</b>	<b>Finance</b>
<b>Reports To:</b>	<b>Senior Accountant</b>

### JOB TITLE

**Summary:** Auburn Mechanical is a family-owned company that is large enough to serve you, yet small enough to know you. We have a reputation for honoring our promises to deliver projects of exceptional quality by focusing on quality, value, timeliness, innovation, and safety. We cultivate long-term relationships with clients and employees, and we appreciate that our work together helps to sculpt the local community. Our dedicated professionals take pride in what they do and love where they work.

We currently seek an entry-level Accounting Assistant. The Accounting Assistant is responsible for general accounting support for the Accounts Payable and Payroll teams.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Distribute AP invoices to other members of the AP team
- Enter and scan AP invoices into computer system
- Match invoices to checks and prepare for signature
- Mail AP checks
- Filing
- Reconcile AP vendor statements
- Prepare and enter employee expense reimbursements into Payroll system
- Back-up front desk daily during lunch and other breaks

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change; additional information will be provided within a job interview.

**Diversity:** Auburn Mechanical values our differences and recognizes the importance of diversity and equity in the construction industry and in our community at large. We will not discriminate against candidates based upon race, national origin, gender, age, religion, disability, sexual orientation, gender identity, veteran status, marital status or any other characteristics protected by law.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Attention to detail
- Desire to learn.
- Ability to deal with many personality types
- Strong organizational skills
- Ability to adapt to circumstances
- Ability to stick to time sensitive schedule

#### Education/Experience

Associates degree with emphasis Accounting or Business; or one to two years of related experience and/or training; or equivalent combination of education and experience.

#### Computer Skills

Proficiency with Microsoft Word, Excel, and Outlook required.

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time. Employee must be able to work in close contact with small and large groups. Frequent hearing and talking is required. The employee must constantly reach with hands and fingers and extensive keyboard typing is required.

The employee will be required to lift up 20lbs.

Please apply, including a cover letter explaining your interest in this position and how your experience and qualifications are a good fit.