



LANDMARK STAFFING

Job Title: Accounting Office Assistant

Company: Maves Construction

Reports To: Office Manager

Position Summary

The Accounting Office Assistant supports the daily operations of the office and assists multiple departments. This position serves as a key point of communication with staff, industry partners, and clients, while providing clerical, bookkeeping, and administrative support. Primary responsibilities include overseeing the front desk, maintaining file systems, and assisting with accounts payable, accounts receivable, and payroll.

Essential Duties & Responsibilities

- Maintain a clean, organized, and safe work area.
- Conduct oneself in a professional manner that reflects positively on Maves Construction.
- Answer and direct incoming phone calls and emails.
- Greet and assist clients upon arrival for meetings.
- Assist with AR/AP, payroll, and general bookkeeping tasks.
- Support the draw process, insurance audits, and use tax reporting.
- Maintain subcontractor insurance records.
- Verify all projects have contracts, deposits, and established estimates.
- Manage office supply ordering, receiving, stocking, and distribution.
- Perform clerical duties such as photocopying, filing, and laminating.
- Prepare appliance manuals and job binders.
- Provide additional support and complete other tasks as assigned by the Office Manager.

Knowledge, Skills & Qualifications



LANDMARK STAFFING

- Strong communication, organizational, and time management skills.
 - Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and QuickBooks.
 - Solid math skills and attention to detail.
 - Ability to work independently or step in when a supervisor is absent.
 - Knowledge of administrative, clerical, and customer service procedures.
 - Positive attitude and professional demeanor.
 - Bilingual skills a plus.
-

Work Environment

- May require occasional overtime, weekend, or evening hours.
 - Primarily office-based with a low noise level.
 - Must be able to manage multiple priorities and frequent interruptions in a busy office setting.
-

Physical Demands

- Frequent use of hands, repetitive motions, sitting, walking, and stooping.
 - Extended periods of computer and office equipment use may cause strain.
 - Occasional light lifting of supplies and materials.
-

Other Requirements

- Dress in a professional manner suitable for daily tasks, as outlined in the Maves Employee Handbook.
- Must maintain a high standard of integrity, honesty, and reliability in accordance with Maves Construction's Code of Conduct and Ethics.