



May 16, 2024

Accounting/Administrative Assistant

Symmetry Builders, Inc.

Accounting/administrative assistant position available with local commercial general contractor. The successful candidate will be willing and able to take on a variety of duties and handle interruptions as they arise. Previous accounting experience in the construction industry with general knowledge of sales & use tax preferred.

Requirements include: strong attention to details, good organizational skills and good work ethic that includes prompt and regular attendance, personal credibility and ethical conduct. This person must be able to work and communicate well with all colleagues and vendors. Must be proficient in MS Word and Excel.

This position includes a wide variety of duties such as: processing accounts payable, answering phones, filing and assisting with all clerical and administrative duties as required.

This is a full-time position.

Normal business hours are M-F, 8am-5pm.

Pay range - \$22.00 - \$26.00 / hr

Date the application window is anticipated to close – 06/17/2024

