

Office Associate 1 Job Description

Summary of Responsibilities

Our growing construction firm is looking for a dedicated Receptionist & Accounting Clerk to handle client-facing duties as well as accounting clerk tasks. When our clients walk into our office, we want them to find a friendly, smiling face and a helping hand. The ideal candidate has excellent communication and multitasking skills, a positive attitude and a strong work ethic. The Receptionist & Accounting Clerk is responsible for supporting the Controller while handling front desk duties also. Performs a variety of administrative tasks related to processing of payroll data, invoice preparation and reconciliation, data handling and record maintenance, and reporting. Formalizing communication to be distributed inter-office and intra-office.

Necessary Skills for an Office Associate 1

- Greet clients as soon as they arrive and connect them with the appropriate party.
- Answer the phone in a timely manner and direct calls to the correct offices.
- Create and manage both digital and hard copy filing systems for all partners.
- Entry of unit price data into Electronic Data invoicing system.
- Entry of payroll data into payroll system each week as required.
- Acts as a liaison between field construction crews and project managers to identify invoicing discrepancies.
- Verifies bid estimate calculations and types bid price information.
- Creating the necessary reports and financial statements for use of the controller
- Composes and edits letters, memos and reports as required.
- Performs additional work assignments per supervisor's discretion.

General Requirements

- Must be professional and polished in appearance and speech
- Exceptional customer service skills and professional phone manner
- Computer proficiency utilizing Microsoft Office Suite software (Word, Excel, Outlook, Power Point) and other applicable software programs.
- Typing speed of at least 70 WPM



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- Demonstrate flexibility and is adaptable to change.
- Two-year degree in accounting/finance preferred.
- Minimum of two years prior accounting/finance experience.
- General knowledge of office protocol, routines and procedures.
- Ability to proof read documents and accurately prepares various reports.
- Strong attention to detail, problem-solving skills and ability to meet deadlines.

