



JOB DESCRIPTION

ACCOUNTING CLERK

Introduction

Swalling General Contractors, LLC, is an Alaskan owned and staffed general contractor specializing in commercial construction for bridges, buildings, docks, and other heavy civil projects. Since 1947, the Swalling name has been synonymous with top-quality construction in Alaska. Swalling offers its clients construction management and general contracting services with an emphasis on collaborative project delivery methods. We draw from our unique wealth of experience to tackle complex challenges across the Last Frontier. Currently, Swalling is seeking qualified applicants for the position of Accounting Clerk (Full-time).

Job Overview

This position performs a variety of accounting, bookkeeping, and related financial tasks, including processing accounts payable and certified payroll reporting. This position is supervised by the Accounting Director as well as company officers.

Qualifications

The successful applicant will be motivated, reliable, and detail-oriented with good organizational, analytical, and communication skills. The successful applicant will possess the desire to excel in the commercial construction industry in Alaska through mentorship, cooperation, hard work, and a commitment to excellence. Minimum requirements for this position include:

- ◆ High School Diploma, GED, or equivalent.
- ◆ BA or AAS degree in accounting (or related field) or four years of work experience (construction industry preferred).
- ◆ Technical proficiency with MS Office (i.e., Word, Excel, etc.).
- ◆ Technical proficiency with Sage Accounting or similar accounting software.
- ◆ Technical proficiency with 10-key data entry.
- ◆ Experience processing payroll (including certified payroll reporting).
- ◆ Proven organizational skills and the ability to maintain precise records.
- ◆ Ability to work independently and in a collaborative team setting.
- ◆ Ability to pass a criminal background check and pre-employment drug test.
- ◆ Ability to maintain a positive "can do" attitude.
- ◆ Valid State of Alaska driver's license (or ability to obtain).

Summary of Benefits

Swalling offers a competitive salary commensurate with experience, a comprehensive benefits package, and a team-oriented work environment where leadership, cooperation, and excellence are rewarded.

Applicant Instructions

To be considered for this position, please send an introductory email and résumé that includes information about your employment history, education/training, experience, areas of specialization, and three professional references to: **jobs@sgcak.com**.

Application Deadline

Position open until filled.

PLEASE NO PHONE CALLS.

Swalling is an equal opportunity employer. To learn more, please visit www.sgcak.com/jobs.