

We are small Brick Masonry Restoration Company by the West Side Market who employ both Union Local 5, and Local 310 Field Personnel.

We are looking for a part-time Administrative Assistant/Accounting Candidate for 20 to 30 hours per week to become part of our growing Brick Masonry Restoration Company.

This position reports to the Office Manager, and includes, but is not limited to the following duties:

- Accounts Receivable
- Accounts Payable
- Weekly Jobsite Time Card Data Entry
- Creating Proposals
- New Job Folders
- Recording Payroll
- Filing/Answering Phones
- Data Entry
- Monthly/Bi-Annual Filings
- Insurance Certificates
- Monthly Reconciliation of Bank Accounts
- Miscellaneous projects as Assigned by Office Mgr.

Candidate should have experience in the following:

Quick Books Pro Plus (Accounting Software)

10-Key

Accounting

Microsoft Suite (Excel, Word, Etc.)

We are looking for a self-starter with strong time management skills, highly organized and strong attention to detail.

Please submit your resume with your contact information.

Mid State is an Equal Opportunity Employer