



# STREETER

CUSTOM BUILDER

contact: info@streeterhomes.com

## **ACCOUNTING ASSISTANT**

Wayzata area | full time

### **Job Summary**

As an accounting assistant for Streeter Custom Builder, you will mainly support the Accounting & Finance Department and process the AP invoices to ensure that invoices are accurate and properly processed. This position interacts with both internal and external personnel and requires discretion in excellent customer services, effective communication, strong attention to detail and follow through.

### **Duties and Responsibilities: Accounts Payable**

- Research, reconcile discrepancies, resolve AP invoice issues in a timely manner.
- Code and seek clarification on coding invoices.
- Ensure invoices are entered into GL system correctly.
- Process the AP check run.
- Review invoice and verify for accuracy before checks are distributed after each check run.
- Review invoices for appropriate sales/use tax
- Collect lien waivers from subcontractors and update the project book to ensure compliance with policies and procedures.
- Update job cost spreadsheet
- Maintain master vendor list, gather W-9 and supporting documentation to make sure proper completion of W-9 from vendors and the records stay current.
- Assist in company credit card processing.
- Ensure company vehicle tabs renewal on a timely manner.
- Assist in year-end 1099s preparation.
- Special projects and other duties as assigned.

### **Duties and Responsibilities: Subcontractor Management**

- Manage and review all subcontractor agreements and supporting documentation to ensure they are properly signed and current.
- Collect all subcontractor insurance policies records to ensure insurance coverage in place and current.
- Make sure all subcontractor state licensing is complete and current.



**S T R E E T E R**

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## **ACCOUNTING ASSISTANT cont'd**

### **Qualifications and Education/Experience Requirements**

- High School Diploma required. Bachelor's degree preferred.
- Minimum of one year prior relevant experience.
- Strong attention to detail and high degree of accuracy.
- Strong problem solving, organizational, and communication skills.
- Proficiency with Microsoft Office 365.
- Prior experience in construction a plus.

### **Compensation and Benefits**

- Bonus: based on individual performance and company performance
- Paid Time Off, paid holidays
- 401(k) Plan and eligible for company profit sharing after 1 year employment
- Medical, Dental, and Vision Insurance
- Health Savings Account (HSA)
- Flexible Spending Account (FSA)