

Accounting Support Specialist

D&L Sitework, Inc. is seeking a highly organized and detail-oriented Accounting Support Specialist to join our growing team. This full-time position plays a key role in supporting the financial operations of our company and requires someone who is dependable, analytical, and able to work in a fast-paced construction environment.

Responsibilities Include:

- Prepare and manage owner and contractor pay applications
- Compare project estimates to invoices and monitor job cost accuracy
- Reconcile invoices, purchase orders, and vendor statements
- Assist with project billing and payment tracking
- Maintain accurate financial records and filing systems
- Communicate with vendors, subcontractors, project managers, and customers regarding billing and payments
- Assist the Financial Officer with daily accounting and administrative tasks
- Perform additional office and financial duties as assigned

Qualifications:

- 2-5 yr accounting, bookkeeping, or construction office accounting experience required
- Experience with accounts payable, accounts receivable, project cost accounting, and invoicing
- Knowledge of pay applications and construction billing is a plus
- Strong attention to detail and organizational skills
- Proficient in Microsoft Excel, Word, and Outlook
- Experience with accounting software QuickBooks
- Ability to prioritize tasks and meet deadlines
- Professional communication and problem-solving skills

Benefits:

- Competitive pay based on experience
- Health, dental, and vision insurance

- Short- and long-term disability
- Life insurance
- 401(k)
- Paid time off
- Monday–Friday schedule