



# Accounting Assistant at AG|CM, Inc. Corpus Christi, TX 78404

## **ABOUT THE JOB:**

### **EMPLOYEE WILL REPORT TO CORPORATE OFFICE IN CORPUS CHRISTI, TX.**

AG|CM Inc. is a small, energetic and highly professional construction management firm with offices in Corpus Christi, Houston, San Antonio and Austin. We represent owners in all types of construction including public and private; institutional, commercial, governmental and industrial. We are looking for talented and highly motivated individuals who want a challenging and rewarding career with a tremendous potential for growth. We are extremely proud of our professional staff, who all work very closely together. We foster a family atmosphere with various company gatherings year round.

## **JOB SUMMARY:**

The Accounting Assistant duties include verification of processes in the payroll time-keeping system, invoicing, credit card reports, and maintenance of office organization of accounting records. Other clerical functions could be performed.

## **MINIMUM QUALIFICATIONS:**

- Two years of experience in basic Accounting
- Proficient in Microsoft Word, Microsoft Excel, and Microsoft Outlook
- Strong organizational skills; ability to meet deadlines and work autonomously
- Be responsive, attentive and engaging

## **EDUCATION:**

Two years of upper level education in the Accounting field

## **LICENSES/CERTIFICATIONS:**

Current Driver's license and a satisfactory driving record

## **PREFERRED QUALIFICATIONS:**

- Accounting experience in the Construction field

## **ESSENTIAL JOB FUNCTIONS:**

- Provides operational support to Financial Accountant.
- Maintains high standards of confidentiality of all employee records, and company information
- Verifies processes in the payroll time-keeping system
- Verifies processes for invoicing of bills and payments
- Verify credit card reports
- Maintains office organization of accounting records
- Provides clerical and data entry support, for employee records and reports, to other departments within the company

**PHYSICAL ABILITIES AND REQUIREMENTS:** Will be provided

APPLICATION INSTRUCTIONS:

Send completed Application, cover letter and resume to:  
ATTN: Human Resources – AG|CM, Inc.  
P.O. Box 2682  
Corpus Christi, TX 78403

Or can be Faxed to: (361) 884-9358

Or E-mail: [career@agcm.com](mailto:career@agcm.com)

Application and detailed job description available at [www.agcm.com](http://www.agcm.com). Application must be completed to be considered. Resumes only will not be considered. This job posting will remain open until filled.

**Job Type:** Full Time Employee / Non-Exempt

**Salary Range:** \$30,000 - \$40,000 /year