



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

Application and detailed job description available at 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