



Finance Coordinator

An established commercial general contractor is seeking an experienced individual to join our team. The ideal candidate will have the ability to work efficiently within a team setting, with the ability to prioritize and multi-task effectively. Qualified candidates will exhibit excellent verbal and written communication skills, with an acute attention to detail, timeliness and accuracy.

About the Position:

This position is responsible for union payroll on a weekly basis for 80+ employees, coordination of company credit cards and monthly job cost close out. Responsible for all aspects of the payroll cycle including: new employee setup, wage updates, timesheets, payroll taxes, garnishments, certified payroll, worker's compensation reports and union reports.

Qualifications:

Qualifications: Preferred Bachelor's degree in Accounting or 5 years on the job training in similar position within the construction industry. Union construction payroll, strong computer skills, familiarity with Viewpoint software a plus and Microsoft Office.

Offer:

Full time position with competitive compensation and benefits package.

Qualified applicants, please send cover letter & resume to:

<http://www.bremik.com/contact/>