



Davis Constructors/Mass Excavation, Inc. currently has an **Accounts Receivable** position available in our Anchorage office. Ideal candidate must be reliable, well organized, detail oriented, flexible and able to work independently and with a team. Experience with Word / Excel / Outlook / Cost Coding and Timberline or SAGE 300 Software preferred.

Davis and Mass X are companies that value hard work and loyalty. We strive for excellence in not only how we manage our projects but also how we treat our staff.

The successful candidate will:

- Prepare monthly invoices to owners
- Review and track subcontractor compliance, including tracking and logging of insurance and DBE reporting
- Job Cost Reporting
- Assist with audit preparation including but not limited to sub analysis
- Conduct audits of subcontractor records
- Work with the Director of Finance and Controller to produce reports and maintain records
- Other duties as assigned

Required Skills and Attributes:

- Possess 4+ years accounting experience
- 3+ years unit price accounting experience
- Strong data entry, communication and organization skills
- Ability to handle pressure and meet deadlines
- Service and client-oriented personality
- Quick self-starter, team-oriented and able to work with different personalities and professional styles

Salary \$19-24 DOE. Competitive compensation packages with benefits. EOE & drug free workplace: all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical disability, sex, or marital status. E-Verify.

A resume with cover letter may be submitted to admin@davisconstructors.com