CATALYST CONSTRUCTION

216 E. Grove Street Suite 2100
Bloomington, IL 61701

(p) 309.808.2691
(f) 309.808.2699

ACCOUNTING ASSISTANT

Catalyst Construction is a leading commercial construction management firm specializing in consistent and transparent processes. Our team is dedicated to excellence, fostering strong relationships, and driving continuous improvement in all we do. We align our work with core values of being Catalytic, Improving, Intuitive, Relational, and Responsible.

The Accounting Assistant is a detail-oriented professional who supports day-to-day accounting and billing functions. This role works closely with project teams and the accounting department to ensure invoices, payments, and financial records are accurate and well-organized. It's an excellent opportunity for someone who enjoys working with numbers, collaborating with others, and keeping financial processes running smoothly.

POSITION TYPE AND COMPENSATION:

- Full-time Salary Position
- Pay Range: $52,000 - $68,000, depending on experience

ACCOUNTING ASSISTANT QUALIFICATIONS:

- Associates degree or bachelor's degree is preferred.
- Minimum of 3 years prior accounting experience (industry experience helpful, but not required).
- Strong organizational and time-management skills.
- Clear and professional communication skills.
- High attention to detail and accuracy.
- Ability to handle confidential information with discretion.
- Proficiency with Microsoft Excel.
- Positive, collaborative team mindset.

CORE VALUES ALIGNMENT:

- **Catalytic:** We spark momentum.
- **Improving:** We get better, always.
- **Intuitive:** We use wisdom to do what's right.
- **Relational:** We connect with empathy and candor.
- **Responsible:** We own the outcome.

ACCOUNTING ASSISTANT PRIMARY AREAS OF FOCUS:

Reporting to the Accounting Manager, the Accounting Assistant supports the financial operations of the organization, including:

- **Accounts Payable:**
  - Process vendor invoices
  - Assist with payments and maintain organized records
- **Accounts Receivable:**
  - Help prepare client invoices with supporting documentation
  - Monitor outstanding balances and support timely payment collection
- **General Accounting Support:**
  - Assist with budget tracking and financial reporting
  - Support reconciliation of bank and credit card statements
  - Collaborate with internal teams to ensure financial accuracy

ACCOUNTING ASSISTANT BENEFITS:

- Competitive salary based on experience.
- Comprehensive benefits package including health insurance, ancillary benefits, retirement plan, and professional development opportunities.
- Opportunity to grow within a supportive team and contribute to meaningful, well-run projects.

BILLING COORDINATOR PHYSICAL DEMANDS:

- Primarily sedentary office work
- Extended periods of sitting and computer use
- Frequent use of standard office equipment (computer, keyboard, printer, copier)
- Minimal lifting of light office materials
- Visual acuity to read and interpret written communication and data.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.