

## **JOB OPENING**

### **Accounting/Project Assistant**

Northcentral Construction, a reputable and growing Wisconsin general contractor, has an opening for an **Accounting/Project Assistant**.

#### **Position Overview:**

Northcentral Construction is seeking an Accounting/Project Assistant to join our team. This position will provide support across various office functions, including working directly with the project management team and accounting departments. This is a full-time, on-site position.

#### **Key Responsibilities:**

- Assist the construction project team and accounting department with monthly construction draw process.
- Assist with preconstruction and onboarding of projects.
- Perform various office tasks, including administrative duties and supporting project managers and other team members.

#### **Requirements:**

- Strong numerical ability and proficiency.
- Demonstrate strong teamwork skills and the ability to work effectively with others.
- Attention to detail to ensure accuracy and quality.
- Willingness to step in and assist where needed.
- Previous experience in accounting or bookkeeping is preferred.

#### **Additional Details:**

The compensation for this position will be based on the candidate's experience. Benefits include medical, dental, life insurance, 401K with employer match, and paid vacation/holidays. Interested candidates can apply by submitting their resume to [raquels@nccbuilds.com](mailto:raquels@nccbuilds.com).

Northcentral Construction is an Equal Opportunity/Affirmative Action employer. The policy of Northcentral is to fully comply with applicable federal, state, and local laws, rules, and regulations regarding non-discrimination in the workplace. It shall be the policy of Northcentral not to discriminate due to race, color, religion, sex, sexual preference, national origin, disability, age, military status, or veteran status. Women, minorities, individuals with disabilities, and veterans are encouraged to apply. Principals only and staffing agencies do not contact. No Recruiters. Rev. 9.22.24