

Office Coordinator & Accounting Support

Job Details

Pierce Lee Roofing is seeking a qualified candidate to fill the role of Office Coordinator & Accounting Support. This position performs a variety of accounting activities and supportive duties, including handling all aspects of accounts payable, generating customer invoices, creating reports, and providing customer service to our customers and field personnel on the phone and in person. Pierce Lee Roofing delivers award winning quality commercial roofing and sheet metal services and products to the community of Fargo-Moorhead and the surrounding region of North Dakota, South Dakota, and Minnesota.

Job Type: Full-time

Schedule: Monday to Friday

Pay: \$23–\$26 per hour

Responsibilities

- Manage all aspects of accounts payable and accounts receivable
- Perform reporting and analysis duties for management
- Assist with the creation of spreadsheets and projects
- Answer incoming phone calls and provide unsurpassed customer service
- Provide administrative support services
- Share ideas for improvement, including process development, documentation, and key metrics to demonstrate success

Requirements

- Strong verbal and written communication skills
- Experience in accounts receivable and accounts payable
- Knowledge of GP software is a plus
- Construction industry experience
- Reliable and timely attendance

Our Core Values

- Take Pride in Your Work
- Be Hardworking & Passionate
- Communicate Openly & Honestly
- Solve Problems Effectively

Benefits

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|-------------------------------|-----------------------------|--------------------|
| • 401(k) | • Employee discount | • Life insurance |
| • 401(k) matching | • Flexible spending account | • Paid time off |
| • Dental insurance | • Health insurance | • Referral program |
| • Employee assistance program | • Health savings account | • Vision insurance |

Interested?

Start your career with a company that cares about the work you do. Join Pierce Lee Roofing today! If you are interested in joining our team, stop in and fill out an application at our location: **219 23rd St N, Fargo, ND 58102**. Or, [click here](#) to fill out the application and email to careers@plroofing.com or [fax it](#) to **701-232-6666** with **Attention: Human Resources**. Please feel free to call us at **(701) 232-7023** if you have any questions.

Pierce Lee Roofing is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, sexual orientation, gender identity, disability, age, or veteran status.

We are a drug-free workplace with pre-employment drug testing.

