Company Summary
Baxter Construction Company, LLC is a National Construction Management firm specializing in Senior Living, Gaming, Hospitality, Retail and Development that also features a great work environment and provides room for employee growth. For over 70 years Baxter has fostered a balanced family-work culture. As Baxter continues to grow, Baxter strives to remain adaptable, motivated and responsive to its employees.

Position Summary
Baxter is seeking a positive, proactive and team-oriented Construction Accounting Clerk to perform a variety of accounting, bookkeeping, and financial tasks. This is a full time position located in Fort Madison, Iowa. The ideal candidate is expected to have an understanding of the general accounting process, be detailed oriented, be very well organized, work as a part of a team, and handle direction efficiently. This position requires flexibility, personal accountability, self-management and exceptional communication skills.

Qualifications Summary
Job responsibilities will include:
• Provide accounting and clerical support to the accounting department
• Type accurately, prepare, and maintain accounting documents and records
• Prepare any necessary bank deposits, accounting entry posting, and balance statements in a timely manner
• Daily data entry
• Inform management and compile reports and summaries on activity areas
• Constantly update job knowledge and be informed of transactions
• Be able to communicate openly and effectively
• Work hands on with spreadsheets, reports, and team presentations
• Maintain ethical standards and conduct
• Support a positive and fun working environment

Baxter Construction uses all Microsoft Office products, Sage Timberline Construction 300 software and Procore construction software.

Benefits Summary
Through family culture, leadership and professional development Baxter believes in supporting its employees to the highest extent to create prosperous futures! With Baxter you will receive an excellent total package, not just great pay.

• Salary: $35,000 - $50,000 depending on experience
• True family valued company culture with long-term staff
• Paid vacation
• Premium health insurance benefits
• Robust retirement program with multi-tiered contributions and profit sharing
• Company paid clothing

Please send all resumes to:
careers@baxterconstructionco.com
or mail to:
Baxter Construction Company, LLC
Attn. Human Resources
3225 Avenue N, Fort Madison, IA, 52627

Baxter is an Equal Opportunity Employer.