

# Controller/ Account Manager - Survey & Civil Engineering



## Job Details

SurveyWorks, Inc. is searching for a Controller/ Account Manager responsible for overseeing account receivable and expenses, providing accurate and timely financial reporting, and managing project inventory. Ideal candidates will influence the daily operations of the company.

### Performance Expectations:

- Oversee precise financial records in Quickbooks
- Maintain Project & Client reports in Kudurru
- Generate Account Receivables and Expense reports
- Audit bank statement & enter payroll
- Small Business administrations
- Develop procedures, policies, and strategic plans

### Skills for qualification:

- Bookkeeping experience in Quickbooks, Excel & Kudurru
- Associates degree in Accounting, Economics or Business
- Experience communicating with clients
- Highly organized and able to multi-task
- Attention to detail, energetic, and results-oriented

Pay: \$18 - \$22+ hourly plus benefits

Part-time to Full-time positions available

SurveyWorks, Inc. is an established engineering firm in Central Maine for over 30 years. We conduct boundary & topographic surveys, construction layout, septic design, mortgage loan inspections and planning & permitting services. SWI takes pride in developing and retaining career-minded individuals who are motivated to become leaders within the consulting and development industries.

Please send your cover letter and resume to [contact@surveyworksinc.com](mailto:contact@surveyworksinc.com) or give us a call today! (207) 200-1678