



## NAWIC • National Association of Women in Construction



### Assistant Controller Position

Looking for experienced individual in Payroll, Accounts Payable, Accounts Receivable and General Ledger.

Will be responsible for day to day operations in the accounting department.  
Will be responsible for Weekly Payroll.  
Will be responsible for Monthly Accounts Payable inputting and payments.  
Will be responsible for Accounts Receivable Payments and Invoice Postings.  
Will be responsible for Human Resource input, processing and reporting.

Full time – Monday – Friday 8:00 to 5:00  
Excellent Benefits

Please contact me if you are interested.

### Laurie L. Keener

Controller

[keener@douglassteel.com](mailto:keener@douglassteel.com)



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