



Design • Build • Manage

64 Bella Rd, Sylva, NC 28779 / 68 N. Main Street, Canton, NC 28716
Phone (828)586-8303 / (828)492-0837

Position Available: Construction Accounts Manager

Department: Construction

ABOUT THE ROLE:

As the Construction Accounts Manager, you will be responsible for data entry, bookkeeping, scheduling, and assisting the day-to-day operations of the Construction Division. Ideal candidates will have experience with QuickBooks, data entry and invoicing. You will need to be able to problem solve and work well with schedules and numbers.

KEY RESPONSIBILITIES & REQUIREMENTS:

- Assisting with scheduling, daily routing and logistics for crews, inclusive of maps and paperwork.
- Provide organizational skills and time management for daily/weekly/monthly tasks.
- Organizing and coordinating material procurement and delivery
- Effectively communicate with customers and coworkers – professional verbal and written communication
- Computer/software experience – Microsoft Office, QuickBooks, data entry, invoicing
- Ability to problem-solve and troubleshoot.
- Ability to work within a team environment.

WHAT WE OFFER:

- Competitive salary ranging from \$18 to \$22 per hour, based on experience.
- Opportunity to work with an established company in the landscaping industry.
- A supportive and collaborative work environment
- Opportunities for growth and advancement within the company

*If you're ready to take on this challenging and rewarding role, we would love to hear from you!
Apply today and become a part of the B. H. Graning Landscapes, Inc. team.*

To apply, please submit your resume and cover letter to info@bhglandscapes.com or visit our website at bhglandscapes.com/apply/

B. H. Graning Landscapes, Inc. is an equal opportunity employer committed to diversity and inclusion in the workplace.