

**Bookkeeper/Administrative Support**  
**Mid-Central Door – Waite Park**

Are you looking for a career change and want to work for a family friendly company that understands the need for a balance between work and life at home? If so then we may be the company that you are looking for. For nearly 50-years, Mid-Central Door Company has been and still is the leader in supplying hollow metal doors and frames, commercial wood doors, and architectural hardware in Central and greater Minnesota. This family-owned company takes great pride on the service and satisfaction that we provide to our customers from the initial sale to the completed installation or service and in keeping with that tradition, we are seeking an experienced Bookkeeper/Administrative Assistant to join our staff.

This position is responsible for handling accounts receivable and payables, general ledger maintenance and reconciliation, and other financial duties as assigned. Responsibilities also include administrative tasks to support the day-to-day operations of the company. This position will work closely with the VP of Finance, General Manager, Operations Manager along with project management and sales staff by providing support in areas of finance, project coordination, and administration. Some duties include:

1. Process customer receivables and contractor billings in a timely and accurate manner.
2. Work closely with customer accounting contacts to coordinate payment from customers and contractors in a timely manner.
3. Monitor project retainage and work with contractors for payment.
4. Receive and apply deposits of incoming payments.
5. Handle project closeouts in system including operation and warranty documentation to contractors.
6. Assist the Operations Manager with inventory count and maintenance.
7. Stay current on sales and use tax laws as they apply to accounts receivable, accounts payable, and contracts.
8. Set up and maintain customers, vendors, and contracts in the system.
9. Code all purchase orders and accounts payable invoices to appropriate general ledger accounts.
10. Process payments to vendors, along with coordinating early pay discounts by closely monitoring due dates.
11. Process and monitor corporate credit card charges and employee expense reports timely and accurately.
12. Design and maintain reports in areas such as: work in process, costs, project status, and scheduling.
13. Assist GM with project management for larger and more detailed projects.
14. Complete multiple forms of prequalification requests for new or existing customers.
15. Coordinate all office supply orders, equipment leases, and employee clothing program.
16. Ensure compliance with all applicable laws and proper tax rates.
17. Proactively assist team members with miscellaneous tasks as time allows.
18. Performs all other duties as assigned.

Ideal candidate will have experience in construction industry with working background in finance, project coordination, or estimating with a minimum of an associate degree in accounting, business management or related field or 3-5 years of accounting/bookkeeping experience. Must have friendly personality and ability to work with many people. Should have solid computer knowledge including Windows Suite (Word and advanced Excel) and preferred knowledge of ERP. Must have strong Microsoft Excel skills, be service orientated, and able to deal with varying types of customers. This person needs to have strong work values, be able to work independently, be dependable, honest, and ethical.

If you would like to be part of our growing team, Mid-Central Door would like to meet with you. We offer a competitive starting wage that is commensurate to your previous work experience. Our benefit package includes 401(k) plan, annual incentive pay based on net profit, paid vacation and holiday pay starting from date of hire. We also offer health, dental, vision, short-term disability, and company paid life and long-term disability insurance.

Qualified candidates should send their resumes to: [toddl@americandoorworks.com](mailto:toddl@americandoorworks.com). Mid-Central Door is a division of American Door Works.