



Complete Fire & Water Restoration Serving the Insurance Industry since 1979

Burke's Restoration Tri-City Inc. is a full-service restoration and general contracting company. We offer both fire and water restoration as well as demolition, 24-hour emergency and cleaning services. We are looking for a full-time Accounting Assistant who strives in a fast-paced environment. The successful candidate would be approachable, organized, efficient, and motivated.

Responsibilities will include a large variety of duties including daily bookkeeping, data entry, payroll processing, government reporting, quarter, and year-end file preparation, and other tasks as necessary.

Job Requirements:

- 1-2 years' experience in/with insurance and knowledge of Xactanalysis, Quickbooks
- Efficiency in Excel spreadsheets, word, and Google docs
- Work effectively under pressure in a fast-paced environment
- Strong organizational skills and ability to work independently and manage multiple tasks and projects simultaneously
- Takes a proactive approach to deadlines and demonstrates a sense of urgency
- Excellent verbal and written communication skills
- High level of computer proficiency, and the ability to learn quickly
- Strong interpersonal, verbal, and written communication skills
- Ability to maintain confidentiality
- Minimum 2 years' experience in bookkeeping or accounting role is required

Preference will be given to those with:

- Solid employment history
- Commitment to detail and highly organized
- Great attitude, strategic and resourceful thinking
- Experience in restoration/insurance claim environment

If you feel that you could thrive in this fast-paced environment, and are interested in pursuing this opportunity with us, please respond to this listing with your resume and cover letter addressed to resumeinfo@burkesrestoration.com. We thank all applicants for their interest, however only successful candidates will be contacted.