



## **ACCOUNTANT/BOOKEEPER**

Laberge Group has provided engineering, surveying, planning and community development services since 1964 to public and private sector clients. Our sister company, Albany Management, manages premier commercial office space and premier residential apartment communities in the Capital District since 1977. We are large enough to be professionally exhilarating and challenging, and small enough to provide highly attentive service to our clients.

We are seeking motivated and talented applicants for an Accountant/Bookkeeper position to work with our fast-paced financial team.

### **JOB DUTIES INCLUDE WORK IN THE FOLLOWING AREAS:**

- Payroll and Human Resources;
- Accounts Payable & Receivable;
- Billing;
- General Ledger; and
- Perform such other duties that may from time to time be deemed necessary.

### **EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS**

- Preferred candidate will have a minimum of 3-5 years experience in accounting;
- Associate or Bachelor degree in accounting or business administration or a closely related field;
- In addition to accounting experience, Human Resource or Office Management experience is preferred;
- Our office currently utilizes Sage 300 (Timberline) Construction and Real Estate. Experience with this platform as well as intermediate proficiency in MS Excel is preferred;
- The successful candidate will be dependable, energetic with good communication ability and technical skills, as well as have knowledge of commonly used concepts, practices, and procedures;

This is an opportunity to join a growing, well established organization which offers a competitive salary commensurate with experience as well as an excellent benefit package. Check out our websites at [www.LabergeGroup.com](http://www.LabergeGroup.com) and [www.AlbanyManagement.com](http://www.AlbanyManagement.com)

All replies will be held in confidence. Interested candidates should send a cover letter, detailed resume including education, work history and experience with emphasis on the elements identified above to [hr@labergegroup.com](mailto:hr@labergegroup.com)

Laberge Group is an Equal Opportunity Employer - M/F/Veteran/Disability.