



TRI-DAM PROJECT

LET'S JOIN OUR TEAM!

Tri-Dam Project is seeking a detail-oriented and motivated Finance Clerk to provide administrative, accounting, and office support.. This position performs a wide range of duties including accounts payable processing, payroll entry, purchasing support, records management, and customer service. The ideal candidate will possess strong organizational skills, proficiency in Microsoft Office applications, excellent communication abilities, and the initiative to work independently while supporting daily operations and interacting with staff. Prior office and accounting support experience is preferred

FINANCE CLERK

Salary: \$25.97 to \$31.57 per hour

- Accounts Payable Transactions
- Enter and Balance Bi-weekly Payroll
- Monitor Budget Allowances
- Issue and Track Purchase Orders
- Maintain Inventory of Fuel and Vehicle Maintenance Costs
- General Reception and Information for calls and walk-ins
- Assist in Annual Fixed Asset Inventory
- Maintain Tri-Dam website
- Create and Maintain Excel Spreadhseets
- Daily Mail Processing
- Maintain Invoices and Receipt Data
- Maintain Records and Record Retention
- Update and Create Vendors
- Other Duties as Assigned

Send your Cover Letter, Resume, and Application to:

✉ cmartin@tridamproject.com

For more information, visit our web at

🌐 www.tridamproject.com