

**Location:** Fairfield, ME

**Job Type:** Full Time / Hourly

**Company:** Sheridan Construction, founded in 1947, is a premier full-service building construction company promoting quality, hard work, integrity, honesty, and dedication to its clients and personnel.

**Summary:** Sheridan Construction; performing work in the commercial, industrial, healthcare, technological, and educational sectors; is seeking a self-motivated candidate looking to join our Accounting Team.

**Primary responsibilities, while under the direction of the Controller and the President:**

- Receive, review, and verify vendor invoices for accuracy.
- Match invoices to purchase orders and packing slips and secure proper approvals.
- Reconcile vendor statements to ensure all records are accurate and up to date.
- Prepare vendor payments to ensure payment within established terms.
- Respond to vendor inquiries to ensure accounts are reconciled and up to date.
- Partner with accounting to ensure accurate reporting and internal controls.
- Provide detailed reporting when requested from management.

**Knowledge, Skills, and Abilities:**

- Previous experience in accounting, specifically in accounts payable is preferred but not required
- Excellent written and oral communication skills.
- Ability to work independently, as well as the ability to multi-task and manage changing priorities – requiring exceptional organizational skills.
- Proficient computer skills including MS Office products.
- Knowledge of Sage software is preferred but not required.
- Courteous, professional demeanor, and possess an energetic positive attitude.
- Willingness to continue education to expand knowledge base.

**Sheridan Construction is ready to offer you:**

- A culture that values opportunities for growth and skills development.
- Support from the entire management team. Sheridan Construction's future is counting on your success.
- Competitive pay with Paid Time Off and holidays.
- Periodic evaluations with salary adjustments.
- Comprehensive medical, dental, disability, and life insurance.
- 401(k) retirement plan with employer matching program.

The Sheridan Corporation is an Affirmative Action and Equal Opportunity Employer.  
To apply, please visit our website at [www.sheridancorp.com](http://www.sheridancorp.com)  
For further information contact us at (207) 453-9311.  
ALL INQUIRIES ARE CONFIDENTIAL.



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