**Job Description**

**Title**: Accounting – Data Entry

**Division:** Eagle Office

**Reports to:** Controller

**Summary**

Construction Data Entry Position is an administration position held in our Eagle office. This position will assist in supporting various departments by entering information into our software, Computer Ease, data spreadsheets and will be assigned other related office duties. The data entry position requires an individual with excellent typing skills and proficiency in organizational and database software. The data entry employee will need to keep information accurate and organized, have exceptional communication skills, and have the ability to support a busy construction office environment with accuracy being priority.

**Primary responsibilities:**

* **Critical Thinking:** Using logic and reasoning to identify and determine all information is completed before entering data into software programs.
* **Judgment and Decision Making**; Review all data for errors and report any unusual findings to management
* **Complex Problem Solving;** identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
* **Reading Comprehension**; Understanding data and information in work related documents
* **Making Decisions and Solving Problems;** analyzing information and evaluating results to choose the best solution and solve problems with information provided.
* **Getting Information;** Observing, receiving, and otherwise obtaining information from all relevant sources.
* **Processing Information:** Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
* **Work Environment:** Ability to work in a fast-paced environment with a high desire for quality work and accuracy with constant interruptions.
* **Communicating with Supervisors, Peers, or Subordinates:** Providing communication and information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. First point of contact on answering phones, ability to communicate with customers, vendors and inhouse transfers.

**Requirements:**

* High school diploma or General Education Degree (GED); or equivalent combination of education and experience required.
* 1-2 years’ experience in data entry capacity
* Must have construction job costing experience
* Must have strong analytical, resourcefulness, deductive reasoning, and attention to detail skills.
* Must have excellent written, phone, e-mail, and verbal communication skills.
* Must have the ability to listen, follow direction and get along well with others.
* Must have a thirst for knowledge and willingness to seek it out.
* Must have excellent computer navigation skills.

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