

On Site Management, Inc. is seeking an experienced and qualified full-time Accounting Assistant to join our team in the Bozeman office. This position is under the direction of the Controller and will be responsible for Accounts Payable, some Payroll, and other accounting functions as needed. The ideal candidate for this position will be accurate, organized and possess excellent communication skills. OSM provides a casual, non-smoking work environment with competitive wages and excellent benefits.

Job duties include, but aren't limited to:

- Entering and paying invoices and subcontracts
- Reconciling monthly statements
- Ensuring invoices are properly coded and subcontracts are properly entered
- Preparation and filing of annual 1099's
- Tracking and filing Lien Waivers
- Processing of Payroll as needed and be the Payroll back-up

The Accounting Assistant will possess the following skills:

- 2+ years' experience in Accounts Payable and Payroll
- Experience with Vista by Viewpoint or other construction specific Accounting Software
- Previous Accounting experience in the construction industry or with job costing
- Commitment to detailed and accurate work
- Ability to communicate clearly and effectively both verbally and in writing
- Ability to build positive working relationships with all office and job site staff

A background and credit check will be required for all potential candidates.

OSM has been a leader in the construction industry for more than 30 years. Our passion is building challenging projects with a spirit of collaboration and creativity. We are second to none in dedication to quality, skill and safety. We believe that each employee contributes directly to OSM's success, and we hope all employees will take pride in being a member of our team.

The core values of OSM as a company are:

- Professional
- Accountable
- Upstanding Character

These core values are expected and valued of all employees.

For more information about our company and projects, please visit our website, www.onsitemanagement.com.

Resumes will be accepted via email only. Please send to hr@onsitemanagement.com.

On Site Management, Inc.

Application for Employment

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

Personal Information

Date _____

Name

Last First Middle

Present Address

Street City State Zip

Permanent Address

Street City State Zip

Home phone

Are you 18 years of age or older? Yes () No ()

Mobile phone

Email Address _____

In Case of Emergency, Notify

Last First

Address Home Phone Mobile

Do you have a valid driver's license? Yes () No ()

Are you prevented from lawfully becoming employed
in this country because of visa or immigration status? Yes () No ()

Have you ever been convicted of a felony? Yes () No ()
Describe _____

Employment Desired

Position: _____ Date you can start: _____ Salary desired: _____

Are you employed now? _____ If so, may we inquire with _____

Have you ever applied to this company before? _____ your current employer? _____

Referred by: _____

Education	Name & Location of School	Years attended	Did you graduate?	Subjects Studied
High School				
College				
Trade, Business or Correspondence School				

General

Special Skills: _____

Do you know CPR and/or First Aid procedures? _____

Special study or research work: _____

Activities: (civic, athletic, etc.) _____

Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

U.S. Military Service

Rank

Active Duty National
Guard or Reserves?

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Former Employers

List last three employers, starting with the most recent one.

Date	Employer Name & Address	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

Which of these jobs did you like best?

What did you like most about this job?

References

List the names of three persons not related to you, whom you have known at least one year.

Name	Address / Phone	Business	Years Acquainted
1			
2			
3			

Please read the following carefully:

"I certify that all information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date**Signature**

DO NOT WRITE BELOW THIS LINE

Interviewed By**Date****Remarks****Position Hired****Start Date****Salary**

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