CORNERSTONE
GENERAL CONTRACTORS

DEVELOP | DESIGN | BUILD

NOW HIRING

CORPORATE SERVICES ▶ ACCOUNTING & ADMINISTRATION

ACCOUNTS PAYABLE & ADMINISTRATION SPECIALIST

Pay it right. Keep it running. Be the backbone of the operation.

LOCATION	TYPE	COMPENSATION
Anchorage, Alaska	Full-time, hourly (non-exempt)	$19.23 – $28.85/hr DOE · incentive eligible

More than a job. An investment in you.

At Cornerstone, we don't just manage construction projects — we build partnerships, develop leaders, and create lasting value throughout Alaska. Since 1993 we've built our reputation as a **100% Alaskan-owned commercial general contractor** by delivering challenging projects, developing strong teams, and building lasting relationships. We're looking for an Accounts Payable & Administration Specialist who wants more than processing invoices — someone who takes pride in keeping operations running smoothly, supporting teams, and being a trusted point of contact across the company.

WHY THIS ROLE MATTERS

This role sits at the intersection of financial accuracy and daily operations. You help ensure vendor invoices are accurate, approved, and ready for authorized payment, teams have what they need, and the business runs without disruption — with clear opportunities to grow into broader accounting or operational responsibilities.

- ✓ Accounts payable
- ✓ Reconciliations
- ✓ Subcontractor compliance
- ✓ Payroll support
- ✓ Office operations

WHAT YOU'LL DO

01 Process accounts payable
Review, code, and process vendor invoices; verify supporting documentation, identify duplicates, and route items for required approval.

02 Support reconciliations
Collect and match credit card receipts, research missing documentation, prepare reconciliation support for review, and assist with weekly bank deposits.

03 Support compliance and payroll
Track subcontractor compliance — payroll, insurance, and documentation — and assist with payroll processing and data entry.

04 Be the first point of contact
Welcome visitors, clients, and team members, and set the tone for the professionalism people expect from Cornerstone.

05 Run office operations
Coordinate meetings, events, and office logistics, and manage office equipment, supplies, and vendor service needs.

06 Keep teams and the fleet supported
Maintain company vehicle registration, insurance, and maintenance records, and support leadership with day-to-day needs.

WHAT YOU BRING

We're looking for someone who combines attention to detail with reliability and a strong sense of ownership.

- **1+ year** of office administrative experience
- Identify invoice discrepancies, maintain accurate records, track outstanding items, and meet accounting deadlines
- Works independently, stays organized, meets deadlines
- **1+ year** of accounting or accounts payable experience
- Excellent communication and customer service skills
- Proficiency in Microsoft Office (Excel, Word, Outlook, Teams)

BONUS IF YOU HAVE

- Construction industry experience
- Additional accounting experience
- Payroll experience

WHAT YOU GET

COMPENSATION

$19.23 – $28.85/hr

DOE, plus incentive opportunities based on your role and your impact on company financial performance.

YOUR FUTURE

401(k) profit sharing

A minimum of 3% of your pay is invested in your 401(k) through our profit sharing program — more depending on company performance.

HEALTH & WELLNESS

Cornerstone pays 100% of medical, dental, and vision premiums for employees and their families. Real value, not coverage on paper.

TIME & FLEXIBILITY

Generous PTO, paid holidays plus a company-wide break from Christmas through New Year's, and paid volunteer time.

BEYOND THE MARKET

Wellness stipend, referral bonuses plus additional PTO, merit-based advancement, life-event support, and PTO donation.

Our philosophy is simple: performance matters, and success is shared across the team.

WHY CORNERSTONE

We're building a team of people who take ownership, support each other, and take pride in doing things right.

- Fair, performance-based pay aligned with your contributions
- Real ownership of your work and the trust to keep things moving
- Daily impact, from financial accuracy to first impressions
- A strong, team-first environment where people support each other
- Growth based on contribution, not tenure
- A company that invests in your whole life, not just your role

BE THE BACKBONE.
BUILD ALASKA.

Send a resume and a short note about the teams you've supported to jcarson@cornerstoneak.com. Cornerstone General Contractors is an equal opportunity employer.

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