

Part time bookkeeper

Our busy design-build company is seeking an organized, problem-solver to join our team as our part-time bookkeeper. Our ideal candidate will have experience with full-scope bookkeeping. You will help our team to ensure budgets, timelines, and job costs are accurate and oversee financial transactions for the company, including accounts payable and receivables and bank reconciliation. If you're an experienced bookkeeper, with a great work ethic, excellent communication skills, and experience with QuickBooks, we'd love to talk with you. Please apply today!

Responsibilities

- Oversee all financial transactions, such as credit card and bank reconciliations, and manage the accounts payables and accounts receivables process
- Perform data entry to ensure all financial data is input into QuickBooks
- Work with project manager for data input and provide detailed financial reporting to ownership
- Update and maintain accurate financial records, contracts, annual budgets and financial statements
- Process invoices and checks accurately and on time and resolve any invoice issues
- Safeguard the accuracy of the general ledger and journal entries, prepare balance sheets, and financial reports monthly/quarterly
- General administrative activities

Qualifications

- 1-5 years of experience in accounting or full-scope bookkeeping experience
- Exceptional organization, analytical, problem solving, and communications skills are important
- Familiarity with construction accounting concepts is a plus
- Proficient with Microsoft Office, Excel, and QuickBooks

Job Type: Part-time

Pay: \$15 per hour

Benefits:

- Flexible schedule
- Fun, fast paced work environment

Contact:

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Your Surroundings/Design 2 Build