

Bookkeeper

Job Description

Role Summary: The primary goal of the Bookkeeper position is to assist the JCC Team and our 3rd Party Accounting firm with maintaining accurate financial records using our established processes and procedures. The ideal candidate for this position is well-organized, detail oriented, an expert in time management, and is reasonably experienced in bookkeeping and related software applications.

Job Responsibilities (Duties):

- The following lists are not all- inclusive. Additional responsibilities may be assigned at the discretion of senior management whenever necessary.
- **Daily Responsibilities**
 - Process/log customer invoices and payments
 - Assist in collecting open balances on past due customer accounts
 - Enter vendor and subcontractor invoices into our billing system
 - Forward receipts to our accounting software
 - Make bank deposits and account transfers
- **Weekly and Bi-weekly Responsibilities**
 - Ensure that job-costing, bank deposit, and bank transfer records are updated, organized, and accurate
 - Assist in processing vendor and subcontractor payments
 - Attend meetings with our Accounting Firm, analyze automated reports, and assist in reconciling transactions
- **Monthly Responsibilities**
 - Assist our Accounting Firm in completing/investigating month-closing activities
 - Collaborate with the JCC Team, as-needed, to finalize internal records
 - Build reports to summarize any/all missing data, discrepancies, and overarching results of month-closing activities

Desired Skills:

- Detail-oriented
- Excellent Written and Verbal Communication
- Organization
- Time-management
- Proficiency in Quickbooks, and Excel

Requirements:

- 1-3 years experience in Bookkeeping or related field
- Bachelor's Degree (*preferred, but not required*).
- General Concrete/Construction Knowledge (*preferred, but not required*).

Compensation:

- \$30,000 - \$50,000 (dependent upon knowledge and experience)
- 40 hours PTO after 120 days of employment (renews on work anniversary)
- 6 Paid Holidays
- Parental Leave (Paid and Unpaid)

THE HIRING PROCESS

1. APPLICANT STAGE

- a. Complete the Application Form on the Careers page of our website
- b. Send an email to leighton@jcallahanconcrete.com to introduce yourself, and attach your resume
- c. Complete the Innermetrix DISC Assessment at <https://profiles.innermetrix.com/VO/ed998253/en>
 - i. Once completed, your assessment results are automatically submitted to our hiring staff for review.
- d. **YOUR APPLICATION WILL NOT BE CONSIDERED FOR THE POSITION UNTIL ALL REQUIREMENTS HAVE BEEN COMPLETED.**

2. PHONE INTERVIEW STAGE

- a. Our hiring manager will review the materials you provided in the APPLICANT STAGE and will contact you to schedule a phone interview if you are selected to move forward in the hiring process.
- b. The phone interview will last approximately 15-45 minutes and consist of general questions regarding your work history, educational background, and working style.

3. IN-PERSON INTERVIEW & EVALUATION STAGE

- a. If you are selected to move forward in the hiring process, the hiring manager will contact you to schedule an in-person interview.
- b. You will meet with 1-3 senior-level managers for a 30-60 minute in-person interview.
- c. Depending on the nature of the position you are interviewing for, you may be asked to complete a knowledge and/or skills assessment while in-office.

4. FINAL DECISION STAGE

- a. If you are selected for the position, you will receive an official offer of employment via email. To accept this offer, you should sign and return the offer letter promptly. Offers may be extended to multiple candidates simultaneously, so it is important to make your acceptance prompt.
- b. If you have any questions or concerns regarding the status of your application, please contact our hiring manager at leighton@jcallahanconcrete.com.