JOB DESCRIPTION

COMPANY: **Rosebud Construction, Inc**

POSITION: **Bookkeeper**

REPORTS: **RCI General Manager**

CLASSIFICATION: **Hourly/Non-Exempt**

SCOPE OF RESPONSIBILITY:

The Bookkeeper is responsible for performing general ledger account and bank statement reconciliation, preparing journal entries and financial statements, creating and maintaining periodic reporting, preparing financial statements, accurate records retention, and overseeing AP/AR/Payroll processes utilizing Sage100 Contractor's edition software.

ESSENTIAL FUNCTIONS:

- Reviewing general ledger accounts and preparing and adjusting journal entries.
- Performing account analysis and reconciliation, including bank statements and intercompany general ledger accounts.
- Assisting with initial internal control evaluations.
- Posting monthly, quarterly and yearly accruals.
- Manage Sage 100 Contractor's Edition software with various departments where permissions are allowed.
- Prepare month end closing entries and reconciliations.
- Assist with financial audits by preparing and maintaining work papers.
- Assist in the development and production of reports, special projects and tasks as assigned.
- Assist in Balance Sheet accounts reconciliation.
- Will process Sales, Use and Excise tax reports and filings.

ADDITIONAL RESPONSIBILITIES:

- Responsible for full cycle accounting duties.
- Code and enter vendor expense invoices.
- Accounts Payable
- Process accounts receivable and invoice clients and customers.
- Prepare bank deposits.

- Ensure accuracy in general ledger.
- Process employee timesheets and payroll.
- Prepare monthly and quarterly tax returns.
- Other duties as assigned.

QUALIFICATIONS:

- College Degree in related field strongly preferred. Must have at least 5 years' experience in the accounting and construction field. Must possess strong analytical, problem-solving and organizational skills. Possess the ability to work on several projects concurrently. Excellent communication skills. Proficient in Excel, Word, and accounting software. Ability to meet deadlines and prioritize tasks.
- Associate degree in accounting or related field is preferred.
- Certified Bookkeeper designation preferred.
- 5+ years' experience in a Bookkeeping role.
- Advanced accounting and bookkeeping software experience. Preferably Sage 100 Contractor's Edition.
- Experience with financial statements and tax returns.

COMPENSATION:

Wage based on education, qualifications, experience, and wage history. The position is classified as an *Accounting, Tax Preparation, Bookkeeping, and Payroll Services* position according to the Bureau of Labor Statistics wage scale.

CERTIFICATIONS

I have read and understand this job description.

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Employee Signature

Job Description Approved:

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Executive Director, REDCO

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Chairman, Board of Directors

ROSEBUD

CONSTRUCTION INC.