



Please Submit Resume to:

jobs@strategicindustry.us

Subject Line: Accounting Clerk

JOB DESCRIPTION

Job Title: Accounting Clerk
Department: Accounting
Reports to: Controller
Status: Exempt
Date: February 17, 2021

Position Summary: The Accounting Clerk will be engaged in the day to day entry of Accounts Payable and Accounts Receivable and various other accounting tasks assigned by the Controller. This position will be extremely involved in processing weekly payroll, creating certified payroll reports and auditing certified payroll reports from subcontractors.

Essential Functions:

1. Bookkeeping experience specifically Accounts Payable and Accounts Receivable
2. Payroll and Certified Payroll for Public Works (State and Federal Projects)
3. Audit Certified Payroll Reports from Subcontractors
4. Apprentice compliance
5. Credit card reconciliation
6. Input project budgets in accounting system
7. Subcontractor Compliance (subcontracts, schedule of values, pay apps, lien releases, insurance certificates)
8. Job Costing (track expenses related to material, labor and equipment on construction projects)
9. Prepare job cost, AR & AP reports when necessary
10. Experience with Construction based accounting or comparable accounting software
11. Computer literate and proficient with Microsoft Excel, Word and Outlook
12. Understanding of accounting transaction (Debit/Credit)
13. Quick learner/willing to learn
14. Good communication skills (oral/written)
15. Other various administrative tasks, when needed

Knowledge, Skills, and Abilities:

- Minimum Education: Associates Degree or equivalent work experience in a related field such as accounting, finance or business
- Minimum two years of accounting experience
- Construction Public Works accounting experience a plus
- Proficient in Microsoft Office Word, Excel and Outlook
- Strong organizational skills
- Courteous, professional, and enthusiastic
- Demonstrate an initiative in completing all tasks at hand in a timely manner
- Ability to handle multiple projects, meet deadlines and achieve objectives
- Ability to maintain a professional business image

Environmental Conditions:

- Indoors in typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately ninety percent (90%) of the time
- Outdoors environment with exposure to noise, heat, and cold approximately ten (10%) of the time
- Frequent computer use at workstation
- Frequently work at fast pace with unscheduled interruptions

Physical Demands:

- Attendance and punctuality
- Mobility within the office
- Ability to walk, sit, stand, and climb stairs
- Ability to lift up to 45 pounds
- Ability to drive a vehicle

Compensation:

- Pay is based on experience
- Health benefits the first of the month following sixty (60) days of continuous employment.
- 401K
- 401k Profit Sharing (discretionary bonus based on profitability of company) after 12 months of employment

Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: The Company will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California’s Fair Employment and Housing Act.

EEO: The Company is an equal employment opportunity employer.

Certification:

By signing below, I hereby acknowledge receipt of this job description. I have been allowed to ask – and have received answers – to any questions I had regarding the job description. I fully understand this job description. I understand that my employer may revise this job description, at its sole discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

I certify that I am fully qualified to perform the position described and can, with or without reasonable accommodation, perform the essential functions of the position.

If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position: _____

I understand that employment with the Company is considered “at-will”. Neither I, nor the Company, is committed to continuing the employment relationship for any specific term. Either I, or the Company, may terminate the employment relationship at any time, with or without cause and with or without notice.

(Please initial below)

_____ I have reviewed the job description for my position and it accurately reflects at least 95% of the work I do on a daily basis.

_____ This job description should contain the following job responsibilities to be an accurate reflection of my daily or weekly job responsibilities: _____

Signature

Date

Printed Name