

Job Description: Bookkeeper/office administration (Numbers Enthusiast)

Company: Zion Builders, Inc.

Location: Sparks, NV (In-person at our office)

Job Type: Part-time, 20 hours per week, (flexible hours, preference toward office hours between 7 a.m. to 3 p.m. Monday to Friday). Hours outside of this time can be arranged.

Responsibilities:

- **Bookkeeping:**
 - a. Maintain accurate financial records using QuickBooks Online.
 - b. Record all financial transactions, including accounts payable (AP) and accounts receivable (AR).
 - c. Categorize expenses using receipts and statements
- **Accounts Payable (AP):**
 - a. Process invoices, purchase orders, and expense reports.
 - b. Reconcile vendor statements and resolve discrepancies.
 - c. Prepare and execute payments to vendors.
- **Accounts Receivable (AR):**
 - a. Generate customer invoices and track payments.
 - b. Monitor outstanding balances and follow up on overdue accounts.
 - c. Post customer payments accurately.
 - d. Track open balances for late fees and lien notices
- **Payroll:**
 - a. Process payroll for employees, including calculating hours.
 - b. Ensure compliance with federal and state payroll regulations.
 - c. Handle payroll-related inquiries from employees.
 - d. Ensure that garnishments are properly collected and paid.
 - e. Paying workers' compensation premiums based on payroll.
- **Financial Reporting:**
 - a. Work with our accountant to prepare financial statements (profit and loss, balance sheet, cash flow) as needed.
 - b. Assist with budgeting and forecasting.
 - c. Provide financial analysis and insights to management.
- **General Administrative Tasks:**
 - a. Maintain organized records and files with electronic and paper documents
 - b. Manage current business licensing.
 - c. Ensure timely issuance and receipt of insurance certificates.
 - d. Issue warranties for completed jobs.
 - e. Assist with other administrative duties as needed.
- **Contracts:**
 - a. Work with project managers to send out invitations to bid to sub-contractors
 - b. Prepare prime contract based on subcontract proposals
 - c. Prepare subcontracts
 - d. Ensure contractor compliance with
 - i. Licensing
 - 1. Business
 - 2. NV Contractor's Board

- ii. W-9
 - iii. Liability and workers' compensation insurance
 - e. Request payments and calendar pay periods per contract
 - f. Process waiver and release forms upon final payments
- **Office Management:**
Objective: Be a liaison to the activities and visitors of the physical location 250 Vista Blvd., #101
 - a. Receive and process mail and packages as they arrive in the office.
 - b. Greet employees or customers as they visit the office
 - c. Communicate with Cubework staff as needed
 - d. Maintain office supplies inventory for restocking
 - e. Document standard operating procedures (SOPs) for this role (time permitting).
 - f. Assist in cleaning offices as needed (lobby and bathrooms are cleaned by others).
 - a. Remove trash
 - b. Sweep
 - c. Dust
 - d. Sanitize working surfaces

Qualifications:

- Experience: Minimum of 6 months bookkeeping experience and/or office administration
- Education: Some college preferred.
- Software: Knowledge of Microsoft 365, especially Excel, and QuickBooks Online preferred.

Skills:

- Attention to Detail: Accuracy in data entry and financial calculations.
- Communication: Effective communication with team members, vendors, and clients using interpersonal communication, phone, Word, and email (Outlook or Google).
- Organization: Efficiently manage multiple tasks and deadlines.
- Understanding of Construction Accounting: Familiarity with job costing, project billing, and construction-specific financial processes.

Benefits:

- Competitive salary based on experience.
- Retirement plan, disability insurance, 6 paid holidays, and paid time off accrual after 6 months of continuous employment.
- Flexible work hours.
- Career advancement opportunities.
- Professional work environment and positive company culture.
- Growth potential.
- Locally owned and operated family company.

If you're passionate about numbers and thrive in a construction-focused financial role, we encourage you to apply! Please submit your resume and a cover letter highlighting your enthusiasm for bookkeeping to weaver@zionbuilders.biz and call 775-677-8951.

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