

Job Title: Bookkeeper- Office Manager
Reports To: President
FLSA Status: Non-Exempt
Physical Strength: Moderate

Prepared By: VP
Prepared Date: September 14, 2021

SUMMARY

This position is responsible for below aspects of office administration for Metke Remodeling byperforming the following essential duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

- 1.Preforms daily Accounts Payable responsibilities.
- 2.Leads and manages daily Accounts Receivable
- 3.Prepare monthly Client Billings
- 4.Processes new vendors and subcontractors.
- 5.Runs payroll for all employees twice per month
- 6.Provides administrative and operational support to all staff and clients as needed.
- 7.Preforms all general office support duties

JOB DUTIES

Accounts Payable:

- Processes any payments as needed, enters invoices into QuickBooks.
- Move Daily invoices from email into job folders in "Invoices to code" folder
- Move coded invoices to job costing in digital job binders weekly.
- Enters all handwritten checks into QuickBooks and processes checks on the 10th, matches checks to invoices & document lien waivers.
- Reconciles petty cash and accounts, including checking, line of credit, credit cards, Vendor/Sub Accounts.
- Processes SAIF Report, enters onto spreadsheet and pays monthly.
- Reconciles and codes all credit card charges and enters information into Quick Books.
- Participates in annual insurance audits & 401K census

Accounts Receivable:

- Processes payments from clients and updates client statements.
- Informs Production Manager and Sales of delinquent accounts over 20 days; follows up with agreed upon collection plan.
- Changes clients in QuickBooks to “Inactive” when job is complete, and account is paid in full.

General Job duties:

- Enters new vendors or subs into Quick Books,
- Sends Metke Sub Agreement to new subcontractors. Document insurance certificate and W9 in Vendor/Sub profile in QuickBooks.

Checks for Returned Lien Waivers, request any outstanding lien waivers from subcontractors and vendors.

- Annually prints and mails sub/vendor 1099's.

Payroll:

- Processes any employee updates (Enter & Report New Employees) such as child support, garnishments, 401k, PTO.
- Runs periodic QuickBooks Payroll Updates.
- Update and maintain PTO and OT spreadsheets on the finance drive.
- Processes payroll
- Ensures employees complete new W4 annually.
- Processes pension plan census annually,

Client Support:

- Assigns a Job Number to each new client & enters info into “Active Job List”, enters Info into QuickBooks and create new LMS, file “Right to Lien” on all new jobs.
- Answers incoming potential lead calls completes a first contact form and distributes to Sales.
- Updates active job list weekly.
- Enter all clients into Guild Quality prior to end of job. Track on active job list.

General Job Duties:

- Maintains punctual, regular, and predictable attendance.
 - Works collaboratively in a team environment with a spirit of cooperation.
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- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with customers and coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.

- Respectfully takes direction from The Accounting Manager.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as dollars, numbers of budgets, for casting and taxes. Has basic accounting knowledge. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including Quick Books, database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit; use hands to

finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
