



# ACCOUNTING MANAGER

## RESPONSIBILITIES

- Manage Accounts Payable & Receivable
- Maintain financial records and prepare monthly / annual reports and budgets
- Manage payroll, payroll taxes, and quarterly returns
- Month-End Closing, Financial Reporting, WIP Reporting
- Record Keeping and Compliance: employee records, services and benefits.

## QUALIFICATIONS

- Bachelor's Degree in Accounting, Finance, or related field (*preferred*)
- 5+ years of Accounting experience (*Construction experience highly preferred*)
- 2+ years of Supervisory or Managerial experience
- Advanced working knowledge of QuickBooks
- Expert knowledge of accounting and financial principles, regulations, and best practices
- Excellent understanding of governmental guidelines and tax laws that affect the company

## BENEFITS

- Medical & Dental Insurance
- Paid vacation & sick time
- Employer-Matched Retirement Savings Plan
- Fun & rewarding place to work
- Company parties & events

Email cover letter and resume to:  
[hr@jrpdesignandremodel.com](mailto:hr@jrpdesignandremodel.com)

