



BOOKKEEPER

Works under the General Manager

Job Type: Full-time

Job Description

At Elliott Roofing we are looking for an exceptional Bookkeeper to join our phenomenal team of professionals. The Bookkeeper plays a vital role in the success of Elliott Roofing by recording and maintaining the company's financial records. This will include accounts payable, accounts receivable, job costing, administrative and financial analysis support.

JOB SUMMARY:

The ideal candidate will help ensure the company receives and makes payments for goods and services in an efficient, courteous, and accurate manner, bringing accounting knowledge and expertise to the team. Ideally, they will have knowledge of construction forms, insurance processes, and payment application methods. The primary responsibilities include maintaining accurate books for accounts payable and receivable, and daily financial entries and reconciliations.

Working Environment and Expectations:

Hours: A typical workweek is expected to be not less than 40 hours a week and occasional overtime may be required.

ESSENTIAL FUNCTIONS:

Accounts Receivable:

- Record and enter all invoices into CRM software (Acculynx) and QuickBooks.
- Monitor accounts receivable, follow up on outstanding invoices while maintaining a record of all communication with customers regarding collections in CRM software, facilitate timely collections.
- Prepare customer invoices verifying that all outgoing invoices match agreed upon contracts.
- Assist customers with invoice questions or concerns.
- Assess late fees and send out notices on past due accounts.

- Record all payments received from customers.
- Ensure that each payment is applied correctly to the corresponding invoice in QuickBooks and CRM software.
- Communicate with the Admin and Sales staff regarding coordination of or concerns with customer payments.
- Generate conditional and unconditional waivers including AIA pay applications.
- Monitoring the financials of each project, contract amount, invoices, change orders, outstanding amounts in the contract not billed yet, job costing.

Accounts Payable:

- Review for accuracy and enter all bills once received and apply to proper categories of expenses. This includes vendor invoices, subcontractor invoices, and miscellaneous expenses, etc.
- Enter, balance and prepare credit card charges for reconciliation.
- Review monthly vendor statements and reconcile with QuickBooks.
- Maintain vendor records.
- Pay all bills prior to the due date or when approved by management.
- Update insurance certificates and place Vendors on hold that have expired insurance.

Daily Bookkeeping:

- Enter employee credit card receipts, ensuring each receipt is allocated to the correct project and in compliance with company's protocol.
- Maintain all accounts in QuickBooks daily in preparation for reconciliation due before the 10th of each month.
- Job cost transactions to projects and manage job cost reports.

Financial Administrative Support:

- Prepare, analyze, and interpret financial reports on a routine basis and properly set up each report.
- Monitoring the financials of each project, Contract amount, invoices, change orders, outstanding amounts in the contract not billed yet, job costing.
- Utilize company CRM software for team communication and to documents invoice verification.
- Maintain filing.
- Answering phones and assisting with administrative duties as they arise.

KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS: Proven experience in bookkeeping/accounting, preferably in the roofing and or construction industry.

- ❑ Detail-oriented with strong analytical skills.
- ❑ Strong communication, organizational, time management, and problem-solving skills.
- ❑ Being a team player, having a strong work ethic, and being adaptable.
- ❑ Ability to manage multiple tasks, meet deadlines, and respond to requests on a timely basis.
- ❑ Excellent customer service skills, including dealing with challenging customers.
- ❑ Strong oral and written communication skills.

PHYSICAL REQUIREMENTS:

- ❑ The ability to walk around an office and warehouse, work in a seated position at a desk for an extended time, operate computers and phones, open file cabinets, bend/stand as necessary, and occasionally lift and carry up to 25 pounds.

MISSION AND CORE VALUES

Elliott Roofing team members must support our Mission of “Striving to Provide Quality Craftsmanship While Delivering Honest, Friendly Service.” and embody our Core Values. We make hiring, retention, and advancement decisions largely on how well team members exemplify our core values in each aspect of their job.

Our Core Values are based off being fully **DEVOTED**:

1. **Diligent:** Consistently staying on top of tasks and working hard.
2. **Ethical:** Engaging in correct and honest practices
3. **Valued:** Making customers and co-workers feel appreciated
4. **Original:** Stay true to core values and setting the standard
5. **Trustworthy:** Be honest in all aspects of our business
6. **Efficient:** Be timely and concise in everything we do
7. **Driven:** Have a force and inspiration that keeps us grinding