

Growing Commercial General Contractor | Construction Manager located in Irving, Texas seeks full-time Construction Bookkeeper with a love and infinity for numbers to handle all accounting functions for growing company.

Must be organized, good communicator, positive attitude, detail orientated and computer competent with QuickBooks Online, Microsoft Office, Excel, Word, and Procore or equivalent Project management accounting software.

Position includes managing multiple projects, organizing and maintaining project and company finances, financial & income statements, month end closings, chart of accounts, journal entries, equipment expenses, job cost tracking & updating, W.I.P reports and monthly P&L reporting as compared to the Budget and growth goals, invoices, payables, receivables, manage banking, bank reconciliations, payroll, taxes, employee benefits & insurance.

Prefer accounting or bookkeeping formal education and 5-7 years “commercial” construction accounting experience with commercial General Contractor and/or Subcontractor.

Hours: Full Time

Compensation: Pay based on experience. Submit salary history & requirements

**To arrange a confidential interview, make sure you have a full resume and cover letter** (the cover letter can be attached in the questions that follow). All qualified resumes are personally reviewed by the general manager of the company.

In your cover letter answer the following questions (required):

1. Explain how your skills match the description of the person we need.
2. Provide details on your experience as a CONSTRUCTION Bookkeeper.

**You must also submit a cover letter-- resumes without cover letters will not be considered.**