

Opening available for a **Full-Charge Bookkeeper** in Puyallup, WA!



Job Description:

- Manage A/P, A/R, Payroll, Journal Entries, Petty Cash, Fixed Assets; reconcile Bank Accounts, Petty Cash and Credit Cards
- Prepare and submit periodic L&I, B&O, Sales/Use Tax, Unemployment Tax, and Payroll Tax returns. Pay accrued taxes as due
- Prepare for and respond to period insurance and tax audits; prepare financial statements and job cost reports
- Prepare AIA contractor qualification and billing documents
- Set up and maintain employee files. Register new employee with DSHS, Social Security, etc. Manage garnishment, workers comp and unemployment claims
- Maintain subcontractor license, tax, and insurance cert files. Ensure documents are current for insurance audits
- Keep company bonds, jurisdiction licenses, and contractor licenses current
- Assist Construction Manager in bidding process; prepare construction contracts
- Set up and manage job files insuring all required info received timely from subs, customers, and landlords to meet safety, tax, insurance and lien requirements
- Review field employee time cards for proper job assignment and cost coding. Review A/P invoices for proper job/cost coding and use tax/tax paid at source coding. Reconcile issues with Construction Manager

Job Requirements:

- Construction office experience; able to use QuickBooks Premier Desktop (Accountant Edition), and Master Builder (Sage 100 Contractor)
- Able to assist others with Windows 10, Office 365, email, file sharing, and cloud storage
- Professional certifications (QB Desktop Pro Advisor, Accredited Business Accountant, certified bookkeeper, Microsoft Office Specialist, etc.)
- Self starter, able to work independently, reliable transportation; qualified to become Washington State Notary

Job Details:

- Full-Time; M-F; 40 hr/week with some work from home opportunities
- Wage DOE

Apply:

All interested job seekers, please apply with your resume on workforce253.com.

NOTE: project management and construction management experience is a plus

**Full-Charge
Bookkeeper needed!**

**Hiring for Full-Time in
Puyallup, WA**

Wage: DOE

**APPLY:
Please apply with your
resume on
workforce253.com**

**QUESTIONS:
Contact Recruiter
Abigail Taft
Abigail.Taft@rescare.com**

