

Bookkeeping / Estimator

In reality we have taken some Bookkeeping functions and some Construction Estimator functions and created our own position to support our business needs. We use the slang term for this position as books-timator.

- \$11.00 per hour to start with potential for increase after 90 day review
- Partial paid benefit plan available

Position Summary: Analyzes blueprints, specifications, and other documentation and prepares estimates for projects. Assists project manager with change orders, purchasing, and inventory control. Assists office manager with A/P, A/R, payroll, and various bookkeeping and office tasks.

Responsibilities:

- Review data to determine material and labor requirements and prepare itemized lists.
- Compute cost factors and prepare estimates using estimating software.
- Consult with clients, vendors, or other individuals to formulate estimates and resolve issues.
- Record and maintain estimate and sales order records for future reporting
- Maintain inventory/asset control system (purchase orders, stock status, repair records, etc.)
- Assist in processing A/P, A/R, and payroll.
- Other duties and special projects as assigned.

Education and Requirements:

- High school graduate, minimum. Degree in Business or Accounting is a plus
- Business arithmetic, bookkeeping, and principles of accounting.
- QuickBooks experience is required.
- Estimating experience a plus
- Construction background/ experience a plus
- Experience and proficiency in the use of PC with QuickBooks and Microsoft Office applications (Word, Excel, Project, etc.)
- High level of integrity and ability to handle confidential business transactions
- Excellent communication and interpersonal skills with the aptitude and attitude to interact with people appropriately whether on the phone or in person
- Multi-task and detail-oriented
- Attention to detail and correctness required with the ability to analyze and solve problems
- Desire to read and understand blueprints and specifications.
- Ability to work independently and manage multiple projects simultaneously.
- Ability to prioritize job responsibilities.