



ACCOUNTING MANAGER

ACCOUNTS RECEIVABLE—Track all contracts signed in Excel spreadsheet; keep additional log of when payments are due; create invoices and make necessary collection calls to customers for payments. Post payments & create deposit when payments are received.

ACCOUNTS PAYABLE—Monitor entry of bills into QuickBooks; ensure dates & amounts are correct and that the bill is correctly assigned to a customer's job. Process bill payments, attach checks with remittance and file stubs.

BUSINESS FINANCIAL REPORTING—Maintain all business financial reports on a monthly basis; review with Contractor each month. Reports include: Company Profit & Loss, Profit & Loss by Job, Charitable Contribution and Advertising Budgets.

BANK ACCOUNT RECONCILIATION—Review and reconcile company bank accounts; determine if there are any discrepancies, make any necessary entries and ensure that account balance in QB reconciles with bank statement.

PAYROLL CALCULATION/CALL-IN—Collect timecards; verify, calculate and total hours; determine percentage(s) of time work on each job, for use in job costing.

TAX REPORTING / 1099s—Compile a company profit & loss and balance sheet for tax accountant annually in July. Print & distribute 1099 forms to all eligible subcontractors annually in January.

CHART OF ACCOUNTS—Maintain ongoing list of all accounts used for job costing and tax accounting purposes. List is comprised of income accounts, costs of goods sold, and overhead expenses.

BUSINESS PLAN UPDATES—Review and revise Company Business Plan on a monthly basis; Excel spreadsheet keeps track of volume and forecasts for the year. Review with Paul on a monthly basis.