



NORTHLIGHT

CUSTOM BUILDERS, LLC

Office Administrator/Bookkeeper (\$24-\$31 per hour – depending on experience)

NorthLight Custom Builders, LLC is seeking a full-time Office Administrator/Bookkeeper to join our team and help ensure that the company meets its financial and business commitments. This position will involve managing and assisting with the accounting and administrative functions of the company. Please note that this role requires in-office presence.

Essential Job Duties and Functions:

This role will handle accounting and administrative tasks – including but not limited to general ledger accounting and reconciliations, client invoicing and collections, vendor invoicing and payments, and time and expense reporting. The duties listed below are a highlight of what the role entails:

- Select invoices for weekly payment runs, send checks, and release ACH payments
- Review credit card activity, gather receipts, determine account coding, and enter in the accounting system.
- Review expense reports for policy compliance, determine account coding, and enter them into the accounting system.
- Develop relationships with dealers, set up new accounts, manage payment terms, and oversee accounts receivable.
- Develop relationships with vendor partners, set up new suppliers, manage payment terms, and oversee accounts payable.
- Prepare quarterly commission reports and payments for the company's commissioned independent sales reps.
- Prepare monthly journal entries
- Process pay rate changes and timesheet adjustments in the time-keeping system
- Assist with semi-monthly payroll registers
- Project analysis to compare bids with invoices from subcontractors
- Project analysis of time to complete jobs and efficiency

Minimum Required Qualifications:

- 3+ years of relevant experience in Accounts Payable, Accounts Receivable and Payroll
- Expert in QuickBooks Online
- Microsoft Office 365 Proficient
- Adobe Pro
- Advanced MS Excel
- Prior experience in the construction industry a plus
- Ability to work independently with minimal oversight
- Team Player
- Ability to multitask and meet deadlines
- Exceptional written and verbal communication skills
- Ability to interact with various levels of management
- Must be able to work in a fast-paced, dynamic environment
- Must have a valid driver's license and be eligible for coverage under our company insurance policy.

To Apply please send a copy of your resume and cover letter to contact@northlightcustom.com.