



LANDMARK STAFFING

Position: Construction Bookkeeper E & E Door and Window

Location: Grand Junction, CO

Type: Fulltime

Wage: \$18.00-\$22.00/hour DOE

Job Responsibilities:

- Prepare bank deposits and reconcile accounts*
- Record financial transactions by posting and verifying transactions and monitoring*

cash flow

- Handle all accounts payable/ and receivables*
- Prepare financial reports/statements and assist with tax compliance*
- Ensure compliance with federal, state and local legal requirements*
- Monitor projected budgets*
- Run payroll and generate invoices*

Job Requirements:

- Associate's Degree in Bookkeeping (preferred)*
- Previous bookkeeping experience (required)*
- Background Check*
- Reliable transportation.*

Knowledge, Skills, and Abilities:

- Must have good math skills*
- Must be well organized with attention to detail*
- Must be a strong communicator both verbally and in writing*
- Must have strong Computer Skills and be well versed in Quickbooks, Microsoft*

Office (Word/Excel), and Proprietary accounting software

- Basic accounting knowledge*
- Data Entry skills*