

## Manager, Accounting and Administration

Texas Construction Company  
Austin, Texas 78745

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### About Texas Construction Company

Established in 1996, Texas Construction Company is one of Austin's most respected architectural building contractors specializing in major residential remodels and new home construction for our clients and their architects. The company has been recognized numerous times on local and national levels, and is regularly featured on local home tours.

Find out more about us at [www.txconstruct.com](http://www.txconstruct.com).

### This Position

The Company currently has an opening for an experienced Manager of Accounting and Administration for the delivery of excellence in the performance of responsibilities critical to our business success. Areas of responsibility include:

- Department leadership: staffing and staff management (bookkeeping clerk and administrative assistant); expense budgeting and control; department projects; and company meeting participation.
- Full accounting cycle: accounts payable; accounts receivable; payroll; banking; general ledger; and tax compliance.
- Financial management: company's financial planning process; working capital and LOCs management; benefits administration; QuickBooks-based excel reports; and communication of critical financial matters.
- Human resource management: employment legislation (law) compliance; employee actions protocols; and records management.
- Insurance coverages: coverage types and limits protection; policies and claims management; insurance audits; and premiums cost control year-over-year.
- Office management: office policies notifications and compliance; facility services availability, quality, and expense management; and office purchases and order placement management.
- Administrative assistance: administrative assistant's general administrative and other assigned responsibilities.

### Qualifications

- 7+ years of full-charge bookkeeping experience
- Bachelor's degree in Accounting
- Solid understanding of QuickBooks Pro and advanced Excel skills
- Proficiencies in Microsoft Office, Google Calendar and G-Mail
- Proficient in accrual and cash basis of accounting
- Highly proficient at analyzing financial data and promptly creating accurate reports
- Ability to multitask and meet deadlines
- Can work independently with minimal supervision

### Other Information

- Full-time position in Austin, Texas;
- Top of market salary, based on experience;
- Competitive benefits package including: a health insurance, disability insurance coverage, retirement plan, annual vacation and sick day per-pay-period accruals, and company holidays; and
- Company-standard expense reimbursement rates for business use of a personal vehicle and cell phone.

### How to Apply

We are seeking exceptional candidates who are interested in building their career with us. If this position best fits your experience, strengths, and passion for design and construction, we welcome your application. Please e-mail a resume, cover letter, and salary history to [careers@txconstruct.com](mailto:careers@txconstruct.com). Please indicate where you learned about this opportunity, and use the subject line "Manager, Accounting and Administration".

#### Notification to Applicants:

The Company requires records searches, reference checks, and a pre-employment drug test.

***Texas Construction Company is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its workplace and staff.***