

Bookkeeper Clerk

Texas Construction Company – Austin, Texas

Established in 1996, Texas Construction Company is one of Austin's most respected architectural building contractors specializing in major 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.

This Position

Texas Construction Company is in search of an experienced Bookkeeper to produce and maintain accurate books. Our projects, major remodels, and new home construction are generally large and complex. The qualified candidate will have the specialized domain knowledge and commitment to excellence expected by the company's construction managers, project owners, and their architect.

This position reports to the Manager of Accounting & Administration.

Qualifications

- At least five years of successful and progressive accounting experience.
 - Minimum of two years as bookkeeper clerk or an equivalent position.
- Comprehensive knowledge of accounting principles, A/P, A/R, general ledger postings and invoicing.
- Handle cash deposits, bank reconciliation, and other balance sheet account reconciliations.
- Working knowledge of the construction accounting process, and/or project cost-accounting practices and methods would be a plus.
- Maintain accurate electronic and physical filing system for accounting, construction & administration data.
- Strong analytical skills and attention to detail. Prepare 1099 and assist manager in year-end process.
- Solid understanding of QuickBooks Desktop and advanced Excel skills
- Proficiencies in Microsoft Office, Spanish would be a plus.
- Bachelor's degree in business or associates in accounting with relevant experience.

Other Information

- Full-time position in Austin, Texas.
- Top of market salary based on experience.
- Competitive benefits package including health, dental and vision insurance premium reimbursement, SIMPLE (IRA) plan, annual vacation/sick day per-pay-period accruals, and company holidays.
- 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. Please indicate where you learned about this opportunity and use the subject line "Bookkeeper Clerk".

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.