

Land Development Services Company Bookkeeper

The Abbey Road Group Land Development Services Company, LLC, a fast-paced land development services company in Puyallup, Washington, is looking for a well-organized and professional person to perform the duties of bookkeeper, including but not limited to weekly payroll accounting and processing utilizing QuickBooks Online payroll systems; billing preparation and processing utilizing Sage Timeslips software; general office accounting management; accounts payable inputting and reporting; accounts receivable inputting and reporting utilizing QuickBooks Online; preparation and processing of construction support pay requests and applications, including prevailing wage, union hours, certified payroll, and change orders as required; preparation and processing of quarterly taxes; and other functions and requirements as listed below.

Bookkeeper Essential Functions:

- Receives and approves payable invoices
- Codes payables for accounts payable input
- Communicates, verbally and in writing, with the owner, suppliers, vendors, and banking contacts
- Keeps track of company assets
- Prepares appropriate schedules and reports as requested by owner
- Documents deposits and accounts receivable into company QuickBooks
- Handles staff payroll
- Assists outside accountants on tax return preparation
- Generates 1099s and W-2s for clients
- Performs other duties as assigned by accountants or partners

Education, Experience, and Skills Required:

- Minimum of two years responsible accounting or bookkeeping experience, including accounts payable, accounts receivable, payroll, general ledger, and financial reports
- Ability to perform several tasks concurrently with ease and professionalism
- Ability to operate calculator, computer, and other general office equipment
- Knowledge of computerized accounting *and* ability to balance books manually
- Ability to communicate clearly and concisely in English, verbally and in writing
- Must be able to keep client matters strictly confidential
- Must have excellent interpersonal skills and customer service skills
- Prior experience in business management preferred
- Knowledge of QuickBooks Online and QuickBooks Payroll Online
- Knowledge of Sage Timeslips

The Bookkeeper will support the Business Manager and company owners in the office as required. Wages: Hourly; \$16.00 to \$23.00 per hour DOQ. Full time/part time or flex time hours available.

Please submit your cover letter, résumé, job history, and references for consideration of this position to gil.hulsmann@abbeyroadgroup.com.

- Principals only. Recruiters, please do not contact this job poster.
- Do NOT contact us with unsolicited services or offers.