



Bookkeeper

Santa Clarita, CA

This full-time accounting position is responsible for the bookkeeping for two construction labor companies. Primary responsibilities include handling QuickBooks entries, including accounts payable, invoicing, cash receipts and bank reconciliations. In addition, this position is responsible for lien waivers, certified payroll reporting, union reporting, and serving as a backup for submitting information to the payroll processor. This position will report directly to the CFO.

Day to Day Responsibilities

- Job and Vendor setup, enter accounts payable invoices, and issue checks
- Submit check list to bank for positive pay processing
- Customer setup and invoice clients weekly/monthly per contract terms
- Employee setup with external payroll provider
- Collect and summarize daily labor reports (timesheets) from employees
- Submit Certified Payroll Reports weekly
- Calculate and submit Union Dues monthly
- Calculate and submit Workers' Compensation monthly
- Prepare lien waivers and preliminary notices
- Perform Bank Reconciliations weekly and monthly
- Serve as a backup for submission of payroll to external payroll processor
- Prepare required documents for badging on job sites
- Assist other areas of accounting, as needed per supervisor's discretion
- Assist occasionally in answering phones and communicating with employees as needed.

Required Skills and Experience

- Strong oral and written communications skills
- 10-key by touch
- Experience with Computer Accounting System.
- Demonstrates proficiency in basic accounting principles
- Demonstrates solid customer service skills and verbal/written skills
- Demonstrates the ability to be a team player and function in a fast-paced, changing environment
- Demonstrates proficiency using a personal computer (PC) and company communication tools, such as email, internet, and Microsoft products (e.g., Word, Excel, Office, Outlook)
- Excellent customer service skills. Ability to professionally deal with the public on the phone or in person.
- Ability to prioritize tasks and manage time effectively
- Ability to appropriately interact with employees of all levels including foreman, general laborers, senior management, office personnel, union personnel, and the general public
- Possess a "Can-do Will-Do" Attitude
- Organized and skilled at multi-tasking
- Willingness to help others
- Thrives in a deadline-driven, fast paced environment and comfortable with change

Preferred Skills and Experience

- Bilingual (Spanish)
- Two (2) years of Construction Accounting Experience. Associates degree in accounting
- Experience with Payroll processing
- Experience with Union reporting
- Experience with QuickBooks Enterprise Desktop for Contractors
- Experience with Textura/Procore Online Project Software

Special Job Requirements

This position requires the ability to manage extremely confidential and sensitive information. Employee must always exercise discretion to keep all information confidential.

Compensation

This is a full-time hourly position that may require more than 40 hours per week, depending on deadlines and priorities. JT Resources offers health and dental benefits after 90 days of employment and a 401(k) plan with a 4% match after one year of employment.

About JT Resources

JT Resources is one of Southern California's fastest growing general labor companies, specializing in professional, non-union labor services for the construction industry. Our experience is rooted in more than two decades of first-hand construction experience and customer service, providing an unmatched understanding of the unique needs of a jobsite.

Our teams are: fully-insured, safety-oriented, understand the importance of quality communication, and are focused on delivering the highest level of customer service. The company's current roster includes more than 100 full-time employees who are committed to excellence in the construction industry.

JT Resources is based in Santa Clarita, family-owned and operated, and serves some of the largest names in construction on projects throughout Los Angeles and Orange County.

Our Mission

JT Resources is founded on the principle that we are all building a better tomorrow through hard work, dedication and an unwavering commitment to holding ourselves and our teams to the highest standards. We are building a better tomorrow for ourselves, our families, and our communities by collaborating with clients to build projects that shape the future.

To Apply:

To respond to this opportunity, please send your resume, cover letter and salary requirements, referencing "**Bookkeeper**" in the subject line of your email to applynow@jtresources.com.