



Job Description: Full-Time Bookkeeper

Reports to: Business Operations Manager

Status: Exempt

Overview:

The FT Bookkeeper leads the bookkeeping and administration of a rapidly growing engineering & construction company.

This position manages all in-house bookkeeping and record-keeping needs of the company. This includes accounts payable and accounts receivable, responding to customer billing questions, safeguarding and organizing the important financially- related documentation of the company (tax filings, service contracts, etc). Administrative duties will include assisting with project proposals & contracts and document control. Financial reports and tax preparation are completed by an outside CPA firm.

In-Office COVID Safety Measures:

Our spacious office allows for ample social distancing, and we provide all necessary COVID safety supplies, such as sanitizing wipes for both surfaces and hands, gel sanitizer, face masks, face shields, disinfecting sprays, and disposable gloves. Visitors are kept in meeting areas, separate from employee workspaces, and employees are given paid time off to become vaccinated. All COVID- related CDC recommendations are followed and company policies are updated to reflect changing recommendations.

Essential Functions:

- Review and interpret documents, such as Statements of Qualification, Proposals, Contracts, Invoices, and Financial Reports
- Create routine reports and correspondences that are timely, relevant and accurate
- Process accounts receivable and accounts payable
- Perform bank account reconciliation
- Create, review and verify invoices & check requests
- Track expenses and process expense reports
- Post transactions to online accounting system
- Research and resolve invoice discrepancies and issues
- Prepare bank deposits and make trips to the bank

- Investigate and resolve customer queries
- Maintain vendor files
- Provide supporting documentation for audits
- Maintain accurate historical records
- Assist in daily office needs, keeping the office organized and operating efficiently
- Manage the company's general administrative activities
- As directed, interfaces with company attorneys and accountants
- Able to perform other duties when assigned

Qualifications:

- Must be eligible to work in the U.S.
- 3+ years of Bookkeeping experience
- 5+ years of Administrative experience
- Team player with a problem- solving mindset who demonstrates the highest level of integrity
- Strong organizational and time management skills
- Depth of knowledge of general accounting procedures and best practices
- Previous experiences with Quickbooks online
- Proficient in Microsoft Office applications (Word, Excel, & Outlook)
- Strong personal, written and phone communication skills
- High degree of attention to detail, organization, and accuracy
- Ability to meet deadlines
- Ability to quickly learn new technology and software
- Flexibility, as hours may vary based on the needs of the company

Physical Demands:

- Light to moderate physical effort (ability to lift/ carry up to 30 lbs.)
- Occasional lifting, carrying, pushing and pulling objects
- Occasional reaching, stooping, bending, kneeling, or crouching
- Computer work or constant standing for extended periods of time
- Frequent standing and sitting throughout the day

Working Conditions:

- Air- conditioned office environment
- Frequent exposure to computer monitors
- Typical office environment
- Office hours are 7 am- 4 pm (or 8 am- 5 pm) Monday through Friday

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