

## Bookkeeper

JG Development, Inc. is looking for an experienced bookkeeper to join our team and be part of our day to day accounting. Confidentiality, excellent organizational skills, and accuracy are important qualifications for this position, as well as good customer relations and ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, reliable and committed to consistently meeting deadlines. Experience with a construction company is helpful.

### WHO WE ARE:

JG Development, Inc. is a quality-focused organization that loves to build homes, commercial structures and long-lasting relationships with our clients. To help achieve this mission, we are seeking a **Part Time Bookkeeper for approx. 24 hours per week** who will report directly to the Senior Bookkeeper and ultimately responsible to the Controller.

### JOB DUTIES AND RESPONSIBILITIES:

- Maintain job accounts receivable and job cost accounts payable
- Manage vendor relationships and keep accurate records
- File records accurately and timely
- Assist with answering phone
- Quarterly and year end activities

### KNOWLEDGE, SKILLS and QUALIFICATIONS NEEDED:

- An associate's degree in accounting/ office management is preferred
- 2 or more years of experience in bookkeeping; proficiency with Excel
- Strong organizational skills with great attention to detail and accuracy
- Demonstrated computer, software skills and troubleshooting is required
- Ability to be highly self-motivated, work collaboratively and independently to achieve goals
- Strong written, verbal and interpersonal communication skills with the ability to deliver excellent customer service
- Ideal candidate is a self-starter who can easily change between tasks depending on priority level, is reliable, has a high level of integrity, and comes to work with a positive attitude
- Ability to work and maintain understanding of multiple companies

- Balance and maintain accurate ledgers
- Match purchase orders with invoices
- Coordinate bank deposits
- Monitor office expenses to tally and enter cash receipts
- Pay vendor invoices

WHAT WE OFFER:

JG Development, Inc. is located 3 miles west of Mount Horeb, WI in Blue Mounds and is an established growing company with a great casual work environment, competitive pay and benefits. If you have bookkeeping skills, are a hard worker and can meet the qualifications, please apply!

Send resumes to [jessica@jgdevelopment.com](mailto:jessica@jgdevelopment.com) or call 608-437-6181 for more information.