

## Accounting Manager/Supervisor

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$26.13 to \$30.25 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

A specialty construction company that designs and builds cleanrooms for manufacturing and R&D applications for the semiconductor, high-tech, biotech, Agri-tech, aerospace, and other industries. Headquartered in San Carlos, CA, with over 20 years of expertise in the industry, our customer base extends across North America.

We are seeking a full-time office manager to work in our office, working closely with the team at Modulus and interfacing with vendors, suppliers, and customers as needed.

College graduates or individuals with little or some experience and a desire to learn as we grow as a company in this exciting thriving industry are encouraged to apply.

#### Qualifications

- QuickBooks: 1-2 years (Required)
- US work authorization (Required)
- Administrative experience: 1 year (Preferred)

#### Full Job Description

#### POSITION SUMMARY

The Office Manager is responsible for daily operations of the office including but not limited to entering data into QuickBooks and keeping accurate records.

#### DUTIES AND RESPONSIBILITIES

- Oversees all office activities
- Develops and refines processes to ensure efficiencies within the office environment
- Direct point of contact for all office matters including QuickBooks, insurances, subcontractors, and vendors
- Bookkeeping - QuickBooks
  - o Daily journal entries: Pay & record all bills (AP)
  - o Receive and record all client payments (AR)
  - o Record estimates/invoices & schedule of payments, receipts, timesheets, YTD Reports, update vendor, employee & customer
  - o Billing & Filing maintaining Client & Vendor accounts past/present
- Answer phones - screen all phone calls, record leads & assigns them to the salesperson
- Update Subcontractors and licenses
- May assist the Project Manager and Project Coordinator as needed
- New Hire paperwork
- Marketing (may assist with)
- Prepare BofA/Citi Card statements for Bookkeeper reconciliation

#### QUALIFICATIONS

- Proven success in all phases of a construction office environment
- Must be able to produce measurable results to increase profitability through efficiencies and economies of scale
- At least 1 year of experience in an office environment
- High knowledge and proficiency with QuickBooks with 2 years experience
- Must understand basic accounting practices and be able to produce and edit P&L reports, and other reports on QuickBooks

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a general knowledge of construction and mastery of an office environment for a construction firm
- High knowledge and proficiency with QuickBooks
- Creative problem solving, organizational, and time management skills
- Clear and concise communication skills, both verbal and written
- Must have the ability to successfully prioritize & manage multiple tasks
- Self-driven and independent yet team-oriented and enjoyable to be with
- High degree & willingness to take ownership with a demonstrated orientation of results
- Willingness to observe company policies, procedures, & the instructions of the Owner

Job Type: Full-time – On-Site

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#### **Requirements**

Microsoft Excel, QuickBooks, Customer Service

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**This Job Posting will expire in 10 days.**