



PLEASANT RIDGE CONSTRUCTION, LLC  
223 W. WINE COUNTRY ROAD  
GRANVIEW WA 98930

---

**AR-AP BOOKKEEPER responsibilities include:**

Managing all bookkeeping and accounting operations:

- A/R: Weekly/monthly invoicing of Clients/customers
- A/P: Weekly/Monthly payments of Vendors/Suppliers (Develop Purchase order system)
- Payroll: Weekly Labor Report and T-Sheets, (Payroll is Every other week)

Coordinating and directing the preparation of the budget and financial forecasts and report variances

Preparing and publishing timely monthly, qrtly and annual financial statements: Review and Determine controls necessary to increase overall profitability.

**Job brief:** We are looking for an experienced Bookkeeper/Office Assistant, to undertake multiple aspects of bookkeeping, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures. Bookkeeper responsibilities will also include financial risk management.

**Responsibilities:**

Assist in all accounting operations including Billing, A/R, A/P, GL and Counsel, Cost Accounting, Inventory Accounting and Revenue Recognition

Assist in the preparation of the budget and financial forecasts and report variances

Prepare and publish timely monthly financial statements.

Coordinate the preparation of regulatory reporting

Research technical accounting issues for compliance

Support month-end and year-end close process (including WIP reports with GM for Accountant)

Ensure quality control over financial transactions and financial reporting

Manage and comply with local, state, and federal government reporting requirements and tax filings

Develop and document business processes and accounting policies to maintain and strengthen internal controls

Additional controller duties as necessary

**Requirements:**

Proven working experience as a Financial Controller

5+ years of overall combined accounting and finance experience

Advanced degree in Accounting

CPA or CMA preferred

Thorough knowledge of accounting principles and procedures

Experience with creating financial statements

Experience with general ledger functions and the month-end/year end close process

Excellent accounting software user and administration skills