



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

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**Part-Time AP/AR BOOKKEEPER:**

Managing all bookkeeping 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 employee time sheets (Payroll is Every other week)

Assisting with the preparation of the budget and financial forecasts and report variances.

**Job brief:** We are looking for an experienced Bookkeeper, to undertake multiple aspects of bookkeeping and assist the Controller, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures.

**Responsibilities:**

Manage 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 the Controller with 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 as directed

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

Additional Bookkeeper and Office Management assistance duties as necessary

**Requirements and Key Competencies:**

Proven working experience as a Bookkeeper

2+ years of overall combined accounting and finance experience preferred

Degree in Accounting preferred

Thorough knowledge of bookkeeping/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, especially with QuickBooks

Excellent communication skills – written and verbal

Ability to prioritize and problem solve

High level of attention to details and accuracy