

Full Charge Bookkeeper Job Description

LiveWire's group of growing companies is looking for a Full Charge Bookkeeper to join our dynamic team. The Full Charge Bookkeeper will oversee the company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. They perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments. This position reports directly to the Controller.

Duties and Responsibilities:

- Accounts Receivable & Cash Management:
 - Prepare AIA progress billings
 - Post invoices and confirm AR aging and retention totals
 - Collect AR in accordance to payment terms
 - Manage rolling 13-week cashflow projections
 - Prepare waivers and other applicable paperwork to collect payments
- Accounts Payables & Payroll:
 - Enter in all invoices- job and non-job related
 - Reconcile all vendor statements
 - Prepare vendor payment documentation requests and verify accuracy of waivers
 - Schedule and issue vendor payments
 - Daily bank account and credit card transaction recording
 - Tracking, reporting, and paying Chicago Use Tax
 - Process weekly payroll for union and non-union employees
 - Pay all weekly payroll taxes
 - Process weekly certified payroll and monthly new hire reports
 - Complete monthly reports for all unions; calculate and remit all payments
 - Process and pay all Wage Garnishments, Child Support and Tax Levies
 - Prepare and/or review of all expense reports for accuracy and proper expense disclosure
 - Process all quarterly and end of year tax reports: 941/940, FUTA, SUTA, W-2, W-3, 1099, 1096
 - Maintain all Vacation, Sick and Personal Time records
 - Administer and maintain company benefits including 401(k), health insurance
- General Ledger & Job Costing Transactions:
 - General ledger maintenance and internal auditing
 - Complete GL journal entries
 - Complete job cost journals entries
 - Generate and analyze various job costing reports
 - Enter job budgets and cost codes into Foundation
 - Verify cost is posted to the correct jobs and cost codes
 - Complete job budget and cost adjustments
- Internal Financial Reporting & Audits
 - Verify that all cost and billing for the period are posted
 - Complete all accruals and journal entries to prepare for monthly close
 - Pull job costing reports and prepare WIP for review by Controller
 - Monthly reconciliation of all bank accounts
 - Complete all activities related to insurance audits for general liability and workers compensation
 - Complete all activities related to union audits

- Documentation Management:
 - Maintain financial document retention files as assigned
 - Keep all financial processes updated and centrally located for ease access and personnel training and transition
 - Protect and maintain corporate confidentiality

Requirements:

- Self-motivated and self-managed
- Highly organized with ability to multi-task and meet critical deadlines
- Critical decision making ability
- Detail oriented with strong analytical skills
- Proficient in Microsoft Office – specifically Excel and Word
- High energy, positive disposition
- Professional demeanor with strong interpersonal skills and ability to work well with all levels of people
- Able to work in a fast-paced environment
- Strong written and oral communication skills

Physical Requirements:

- Must be able to sit for long periods of time performing desk work
- Must be able to walk construction sites that may have uneven or rough terrain
- Must be able to understand the speech of another person
- Must be able to speak clearly so listeners can understand
- Must be able to see details of objects that are less than, or more than a few feet away
- This is a full-time position that can require long hours and frequent weekend work

Education and Experience:

- Bachelor's degree in Accounting preferred
- Construction industry experience preferred
- Minimum 5 years accounting experience
- Extensive knowledge of Generally Accepted Accounting Principles
- Proficient in accounting software- Foundation preferred
- Extensive union experience

Compensation and Benefits:

- Competitive salary
- Full health, dental, and vision
- 401k
- Group life insurance
- Employee Assistance Program (EAP)
- Paid vacation and sick time