



**Position Available: Bookkeeping & Office Manager**

***Function of Job:*** Provide high level administrative support for the company and executives.

***Duties and Responsibilities:***

- Organizes, coordinates, and supports company operations.
- Update website information for accuracy.
- Update and create spreadsheets for internal use.
- Track expenses and needs of employees.
- Collaborate with administrators on the supervision of all work operations.
- Oversee company financials (A/R, A/P, Payroll, Taxes, Job Costing, Billing).
- Work directly with title company and lenders for accuracy of waivers and insurance.
- Knowledge of title company waivers desired.
- Stay on top of things going in and sending out from the company.
- Researches and recommends creative solutions.
- Deals with individuals demanding information or services, such as agencies, department heads, or others.
- Performs other related duties as assigned.

***Credentials/Qualifications:***

1. High School Graduation or equivalent
2. Any combination totaling four years (48 months) from the following categories of experience:
  - a. Work experience in bookkeeping.
  - b. College or vocational course work in the area of marketing, advertising, architecture, finance, economics, accounting, business administration, or closely related field:
    - 30 semester hours equals 1 year (12 months)
    - Associate Degree (60 semester hours) equals 2 years (24 months)
    - 90-semester hours equals 3 years (36 months)
    - Bachelor's Degree or higher (120 semester hours) equals 4 years (48 months)
3. Two (2) Years of bookkeeping or office management for a construction company.

***Personal Attributes:***

- Knowledge of all phases of building construction and real estate development
- Organized
- Pays attention to detail
- Accounting knowledge
- Title Company waivers and draw process
- Ability to juggle multiple projects/tasks
- Good researcher
- General computer, internet, writing, communication, and interpersonal skills
- Ability to work in a team setting

If you are interested in applying, please email your resume to [hr@delkoconstruction.com](mailto:hr@delkoconstruction.com).