



JOB DESCRIPTION

Job Title	<i>Bookkeeper/Project Administrator</i>
Reports to	<i>Project Administrator Duties: Tim Evans, Bookkeeping: Staci Ellinger</i>

Job purpose

The Harris Projects Bookkeeper/ Project Administrator works with the HP Project Manager, Accounting Manager, and Chief Operating Officer following through on a variety of responsibilities, tasks, and duties to ensure the company meets its goals, timelines, and compliance responsibilities.

Duties and Responsibilities

Bookkeeping Duties:

- Reviewing, approving, and coding projects and operating expenses into the payment system.
- Overseeing and ensuring accuracy on material vendor invoices, and subcontractor pay applications, including retainage and lien releases.
- Managing the Harris Projects WIP to ensure it remains accurate at all times.
- Sending estimates, contracts, plans, etc. to owners, vendors, etc.
- Guaranteeing timely entry and payment of all one-time and recurring transactions.
- Efficient management of various Harris Projects databases.
- Maintaining project budgets and ensuring their accuracy through regular reconciliations.
- Collecting subcontractor and vendor packets including W9 and Certificates of Insurance (COI) from all vendors and subcontractors.
- Keeping vendor files up-to-date and well-organized.
- Managing the permit and inspection process for all projects as assigned. This includes researching required permits, applying for permits, communicating with governing municipalities, etc.
- Assisting in the 1099 year-end processing.
- Reviewing and determining invoices for payment processing.
- Ensuring electronic transfers, wire transfers, and checking issuances are in line with payment schedules.

- Assisting with audit requests and maintaining accurate records for project ledgers.
- Any projects or tasks assigned by management.

Administrative Assistant to Project Manager Duties:

- Manage the company calendar to ensure all projects stay on target.
- Communicate with vendors, subcontractors, inspectors, owners, etc. to ensure project timelines and budgets remain on track.
- Manage various Asana projects and tasks.

Qualifications

Previous residential construction bookkeeping, WIP, and executive assistant experience is preferred.

Qualifications include

- Understanding of residential construction.
- Understanding of construction accounting principles.
- Understanding of the WIP process.
- Proficient in Quickbooks Online.
- Ability to work remotely with a reliable phone, computer and Wi-Fi.
- Proficient in Microsoft Office Suite, Google, and Zoom Software.
- Ability to prioritize and multi-task.
- Ability to work well under pressure and in a fast-paced environment.
- Fluent in Gmail functions and G drive usage.
- Professional phone etiquette skills.
- Excellent customer service skills and a positive attitude.
- Knowledgeable of the area that Harris Projects services.
- Attention to detail and highly organized.
- Excellent verbal and written communication skills.
- Good listening and critical thinking ability.
- Teamwork and collaboration.
- Conflict resolution skills.
- Dependable
- High school diploma or associate's degree required.

Schedule and Working conditions

Work Location: This position offers a flexible work schedule. This position will primarily work from the company office and on project sites. Some remote work from home or off site is available. This position requires working across Baldwin County with the majority of work being focused within 20 miles of Gulf Shores, Alabama. Work will take place in the Gulf Shores office primarily but some travel to job sites, homes, and municipal offices will be required.

Schedule: Depending upon applicant and company requirements, the position can range from 30-40 hours per week. The schedule can range from M-F 8AM - 5PM to M-F 8AM - 2PM.

Physical requirements

This position requires the ability to sit for extended periods of time, operate a computer, phone system and other office equipment. This position also requires the ability to work outside throughout the year, climb steps, and inspect various projects at job sites. Must also be able to lift and carry up to 25 lbs.

Approved by:	
Date approved:	