



## Job Description – Fox Home Innovations

Job Title: Bookkeeper

Reports To: Controller

Updated: 2/2023

### **Qualifications:**

- Strong understanding of accounting procedures; a working knowledge of QuickBooks Desktop.
- Basic understanding cost-of-completion accounting, preferred.
- Proficiency in financial reporting methods: i.e., Income Statements, Balance Sheets and Budgets
- Practices and follows high business ethical standards; Demonstrates integrity and confidentiality.
- Communicates clearly and consistently with others.
- Is self-motivated and maintains a positive attitude while at work.
- Highly organized, motivated, able to problem solve issues independently and as a team member.
- A demonstrated ability to operate general business software programs and timekeeping applications.
- PC savvy- willing and eager to learn new skills with technology, proficient with most facets of MS office suite.
- Willingness to learn and grow in a team-oriented environment.
- Excellent phone manner- Professional and friendly; able to ascertain the nature of calls and then direct/handle accordingly.

### **Goals, Duties and Responsibilities:**

#### ***Bookkeeping Responsibilities:***

- Take ownership to ensure that all company financials are accurate and entered as efficiently as possible into BuilderTrend & QuickBooks to maintain accurate review within 3 business days of receipt.
- Properly set up and maintain all employees, suppliers, and trade accounts in BuilderTrend & QuickBooks. Ensure proper sync and accuracy of accounts.
- Ensure all entries into BuilderTrend and QuickBooks are properly formatted and coded correctly for:
  - Accurate WIP calculations
  - Up-to-date reports
  - Job Costing purposes
- Receive and enter draw schedules for accurate financial forecasting.
- Work with Production to send out invoices and collect draws and change orders in a timely manner.

- Send out weekly AR Report to appropriate parties.
- Assist the Project Managers in following up on billed out invoices to ensure they are paid within the defined timeline.
- Communicate with customers and production when a discrepancy arises between parties. Work to create an equitable solution.
- Ensure that all payments into and out of the company are correctly and accurately recorded in accordance with accounting standards for proper recordkeeping.
- Collect, enter, and pay all bills in a timely manner keeping FHI in good standing with all business partners.
- Enter all credit card charges incurred within 3 business days.
- Support office staff by creating and running any pertinent financial reports requested.
- Work with Fox Home Innovations accountant to prepare information for tax purposes.
- Work with Controller to complete all Reconciliation of all accounts- bank accounts, credit cards and monthly close out audits of Profit & Loss and Balance Sheet.
- Processing Vendor Rebates
- Paying vehicle registration annually & registering any new vehicles or equipment within required time frames.
- Ensuring that appropriate backups of QuickBooks Files are occurring and being stored in a safe location to prevent information loss.
- Maintaining Chart of Account & Items List for appropriate cost coding
- Helping to put together the annual Budget based on information provided by the Controller.
- Assist Controller in Annual Accounting Close out & end of the year General Journal Entries

***Filing, Account & Record Compliance Responsibilities:***

- Maintain filing system and ensure that files are neat and organized to include:
  - Vendor Files- Maintained annually and reset every January.
  - Customer Files- breaking down binders, ensuring that all documents are scanned in and hard copies of signed documents are filed appropriately.
  - All Asset Accounts & Equipment files are maintained & checked annually for accuracy.
- Ensuring that all documents are scanned in and organized digitally and saved securely to prevent information loss.
- Maintain up-to-date information for all vendor & suppliers accounts.
- Maintain employee lists allowed to charge on all Corporate Accounts
- Assist Controller in managing all company credit cards- order new cards, replace cards when needed, ensure that all employees have appropriate credit cards for their positions.

***General Office Responsibilities:***

- Helping to manage the company phone system and forwarding calls and messages, as needed.
- Assisting with walk-in traffic, as needed
- Assist Controller in creating any accounting-related processes & memos to keep all parties informed of changes or updates.
- Any other responsibilities as decided by the Leadership Team at any time.

### ***Sales and Marketing***

- Enable future FHI sales by excelling at your role through constant and consistent communication with our clients. Promptly address any customer concerns and issues. Help FHI create happy customers by exceeding the customer's expectations whenever possible.
- Support staff in customer relation-related activities to help foster the best customer experience.

### ***Estimating***

- As with all FHI employees, the Bookkeeper can and will impact the health of FHI through their dedication to proper business practices and time management.
- Ensure Sales and Production are receiving the most accurate information possible:
  - Through proper job cost entry and tracking
  - Consistent and precise coding for field staff
  - Ensure all reports ran are as accurate as possible.

### ***Leadership***

- The Bookkeeper will embrace, support, enable and promote FHI Core Values
- The Bookkeeper will always maintain a positive attitude towards FHI, other team members, office staff, vendors, trades and FHI customers.
- Support and promote all FHI policies, procedures, and initiatives in a positive manner.
- Recognize and acknowledge any, and all, negative issues immediately. Create and implement a solution to these issues. Report any major issues to the Controller.
- Ensure all non-employee vendors and trades maintain the highest regard for FHI when on our sites or communicating with our staff or customers.
- The Bookkeeper will lead by example.
- Consistently act with honor, dedication, and focus
- Continually educate and improve both professionally and personally.
- Show an initiative to learn new skills, gain new information, grow creatively, and pursue continuous improvement.
- Provide encouragement, recognition, constructive feedback and coaching to all team members.
- Resolve all conflicts in a manner which benefits all parties involved.

### **Fox Home Innovations Core Values**

**Unequaled Client Experience:** Clear Communication & Expectations -Personable & Empathetic, - Attention to Detail

**Lasting Relationships:** Treat others the way that THEY want to be treated. (The Platinum Rule) - Willing to learn and adapt - Loyal & Trustworthy

**Work Ethic:** Skilled Craftsmanship at all levels - We do what we say we will do. - Organized & Consistent - Don't screw the next guy

**Tackling Adversity with Positivity:** Own it -Take definitive action -"Calm seas don't make for good sailors."

**We Grow and Have Fun Together:** Always learning -We Are a Team - Excited about the future.