

**Bookkeeper:** A well-established local construction company is seeking a highly organized and detail-orientated bookkeeper to join our team. This is a critical position that requires reliability, accuracy, and a strong understanding of construction accounting. Key responsibilities : manage accounts receivable, oversee accounts payable, monthly bank and account reconciliations, prepare monthly financial reports for ownership, etc. Requirements: 5+ years of experience in bookkeeping or accounting, proficiency in quickbooks and Excel. Send resume to [statigian@yahoo.com](mailto:statigian@yahoo.com)