

Accounting Clerk

Centerstone Communities - Santa Ana, CA

Centerstone is looking for a part-time applicant only - 16-20 hrs/week

Responsibilities:

Compose, edit and distribute correspondence using MS Word

Process AR/AP using Sage 100 Contractor software (aka Master Builder)

Review subcontractor invoices against subcontract terms; subcontractor releases; other document compliancy requirements, including insurance certificates

File construction draw requests with lender - project based accounting

Produce invoicing for building owner & general contractor entities

Track property taxes for multiple entities

File Maintenance/Bank Reconciliations for multiple entities

Special projects as assigned by executives/owners

Knowledge of Excel software for spreadsheets & project proformas

Master Builder/Sage 100 Contractor software experience requested or ability to learn construction accounting software quickly via online tutorials

Knowledge of basic accounting principles

Must be a team player with a desire to work in a small office, learn new things quickly, possess a strong work ethic, be able to lift at least 10 pounds, and multi-task

Required experience:

- 3 years accounting experience: 3 years

For more information, or to apply, go here:

<http://www.indeed.com/cmp/Centerstone-Communities/jobs/Accounting-Clerk-65b224b21b3ecf04>