

## **Part-Time Bookkeeper**

The Buildable Companies is seeking a knowledgeable and diligent Bookkeeper to provide fundamental accounting and related services for our portfolio of companies. As bookkeeper you will maintain financial records including purchases, sales, receipts and payments. You will also be responsible for ensuring that costs are properly associated with each holding company, processing accounts receivables, and the completion of quarterly and annual required County, State and Federal documents, and monthly financial reports. Working with our external accountant, CFO and Vice President of Finance, this role also creates and analyzes financial reports for the Buildable Companies and the portfolio companies.

This is an entry-level, part-time (<15 hours per week) position in our finance and accounting department with the potential to grow into full-time as our businesses expand.

The Buildable Companies are a family of complimentary fractional project management partners in the hospitality industry. Our core businesses, Buildable Group and Facility Command provide services to over 3,000 restaurants every year. With over 150 unique clients, including Krispy Kreme, Buffalo Wild Wings, Taco Bell, McDonald's, and Dutch Bros Coffee, we have touched 15,000 unique storefronts and have managed over \$100,000,000 of new restaurant development or remodels. Additionally, we have ownership in our growth companies - Activate Amenities, Fresco Veloce and Blue Ridge Golf Co.

### ***What we offer:***

- A willingness to support innovation, creativity, and continuous improvement.
- Above average pay and benefits.
- Strong ethics and values enable us to work with acclaimed and recognized brands, thus creating exponential growth.
- Projects that stand out make an impact and are at the forefront of design, technology, and concepts.
- A willingness to structure your career path for both internal and external growth.
- Direct access to industry leaders and visionaries who have vested interest in our success.
- An active role in forging the organization's future.
- Ability to work on charitable projects that the company supports.

### ***What you will be doing:***

- Weekly/Bi-Weekly
  - Working with the project management team, record day-to-day financial transactions and complete the posting process.
  - Verify transactions are correctly recorded in QuickBooks.
  - Verify and process deposits made throughout the week.
  - Enter and track all online payments.
  - Process, compile and collect invoices.
  - Prepare payroll and commission reports for portfolio companies.
  - Other duties and responsibilities as assigned.
- Monthly
  - Maintenance and reconciliation of deposit and credit card accounts.
  - Maintenance and tracking of all restricted accounts and funds.
  - Accurate tracking of all income and expenses per project.

- Produce monthly reports for leadership review.
- Other duties and responsibilities as assigned.
- Quarterly
  - Prepare all quarterly employee withholding taxes and forms
  - Quarterly interest posting.
  - Review budgets and financial forecasting while identifying discrepancies.
  - Other duties and responsibilities as assigned.
- Annually
  - Schedule financial review with external partners at the end of the fiscal year.
  - Supply external partner with all financial records requested.
  - Assist external partner in submitting required documentation to the appropriate governmental unit.
  - Assist external accounting partners in creating finalized income statements, profit & lost statements.
  - Assist leadership in preparing budgets and forecasts.
  - Prepare W2 and 1099 as required.
  - All other duties and responsibilities as assigned.

***Your Qualifications:***

- Solid understanding of basic bookkeeping and accounting principles (GAAP).
- Pursuing or possessing a degree in accounting or similar business finance major
- Ability to calculate, post and manage accounting figures and financial records.
- Possess strong data entry skills and experience in working with databases.
- This position must pass a background check, including credit report.
- Must have excellent written and verbal communication skills.
- Ability to work independently or with internal company or external team members.
- Professional communication and presentation to internal and external parties.
- Familiarity using Microsoft Office products (i.e., Word, Excel, Outlook, and PowerPoint)

Buildable Companies is an equal opportunity employer with a culture that promotes diversity in the workforce. We provide equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, national origin, sex, religion, age, marital status, sexual orientation, gender identity, citizenship status, status as an individual with a disability, military, or protected veteran status or any other legally protected status. We prohibit discrimination in decisions concerning career development, recruitment, hiring, compensation, benefits, training, termination, promotions, or any other condition of employment.