

## **PART-TIME BOOKKEEPER JOB DESCRIPTION**

### **Your Role.**

Since 2005 Terracotta Design Build has been an award-winning residential design-build company with a strong presence in the Atlanta market. As a Terracotta **Part-time Bookkeeper**, you will form part of a creative, collaborative team dedicated to residential design and construction excellence. You will join a studio of architects, interior designers, and contractors that work under one roof and share a unified design vision.

### **What You Will Do.**

The ideal bookkeeper will be well organized and comfortable dealing with financial data. This individual will be responsible for overseeing budgets, accounts payable and receivable, processing payroll and conducting other tasks related to finance. They should be excellent at recording data and have an ability to produce clear financial reports. Your role will support the design and construction team in the following capacity:

- Create regular financial reports (weekly, monthly, and yearly).
- Perform data entry as required.
- Track expenses, budgets, taxes, cash flow, receipts, and other financial dealings of company.
- Manage accounts payable and receivable.
- Perform bank account reconciliations.
- Prepare construction draw and invoice schedules.
- Coordinate the annual reports and financials with the CPA.
- Ensure timely processing of payroll and HR related activities, track PTO, benefits, and reimbursements
- Collect Liability Waivers and Certificates of Insurance for subcontractors, manage all yearly insurance audits, and review health insurance costs.

### **Job Type + Pay.**

Part time: 16-20 hours per week (Monday-Thursday); Hybrid with a minimum of 1 day in the office; \$30-\$40/hour depending on qualifications & experience.

### **Your Qualifications.**

- Expert Skills in QuickBooks
- Expert Skills in Microsoft Excel, Word, and Power Point
- Bachelor's degree in accounting or related field
- 5+ years of experience
- Excellent written and verbal communication skills
- Well organized and attentive to details
- Ability to work well individually and in a team environment
- Full covid vaccinations



## **Life at Terracotta.**

We are passionate about a balanced work/life environment. We encourage every person at Terracotta to lead a healthy lifestyle. Most importantly, our team loves the work we do. We thrive on collaboration, conduct our work with honesty and integrity, and we place a high value on quality and creativity. Our team is an “all hands-on deck” kind of environment where we help each other as needed.

If you want to work in an environment where you will be valued and make a difference, come join the Terracotta team! Please send a cover letter, resume, and references to [myhome@terracottadesignbuild.com](mailto:myhome@terracottadesignbuild.com).

***Terracotta. Love Life at Home (and at work)***