



## **Hutchinson Construction Bookkeeper**

### **About Hutchinson Construction**

At Hutchinson Construction, our purpose is *to serve others, by building futures for people and communities*. We live out our purpose and values every day and look to add team members with similar values, are driven, hard-working, fun, and share our passions.

Our team members and culture are most important and thrive when there is harmony between them. This is what will drive the company to new heights. That success is in-turn given back to team members and their communities. This is our purpose. We expect all team members to live out the company values every day, in every interaction – whether at work or not. Those values are:

***Service*** – We are passionate about serving others. Through every action of our company, and its team members, we aim to serve people in a radical way – on and off the construction site.

***Trust*** – Trust is the foundation of our relationships and service attitude. Our commitment to integrity and transparency is industry leading.

***Reliability*** – Our word is stronger than a contract. Our team of master builders see it through no matter the complexity.

***Creativity*** – In a world of innovations, we seek to be creative. We are master builders, and while we may leverage innovations as part of the equation to improve processes and experiences, our focus is on creativity – the starting point to innovation.

***Fulfillment*** – We seek fulfillment in all that we do. We love to build, and we love our families. Our vocation and life purpose live in harmony as we take special care to prioritize, cultivate and pursue fulfillment.

### **The Role and Expectations of Construction Bookkeeper**

This role is critical to the success of our team. Every position on our team is important and meaningful. While other team members are working hard to develop and secure work, planning and managing the work, ordering materials and tools, closing out projects and ensuring customers are taken care of, the foreman and other field leadership plan and manage the actual building of our projects. If any part of the operation fails, we all fail. Here at Hutchinson Construction, you are important and valued.



### **Responsibilities**

- Maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.
- Develops system to account for financial transactions by establishing a chart of accounts, defining bookkeeping policies and procedures.
- Perform monthly bank statement reconciliations
- Balances and maintains general ledger by preparing a trial balance and reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contributes to team effort by accomplishing related results as needed.
- Preparation of financials to be reviewed by CPA for quarterly inhouse FS and annual Financial Statements.

### **Bookkeeper Qualifications / Skills:**

- QuickBooks
- Developing Standards
- Analyzing Information
- Dealing with Complexity
- Reporting Research Results
- Data Entry Skills
- Accounting
- SFAS Rules
- Attention to Detail
- Confidentiality
- Thoroughness
- Budget monitoring per projects
- Works under pressure
- Teamwork spirit

### **Education, Experience, and Licensing Requirements:**

- 4 years of QuickBooks Experience preferred
- Bachelor's degree in accounting, finance, or related field a plus
- Minimum 4 years of bookkeeping experience preferred

**To apply for this position, email your resume to  
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