

THE KLAR ORGANIZATION SEEKS
FULL CHARGE BOOKKEEPER/OFFICE MANAGER

East Meadow, New York

Full Time Position

JOB DESCRIPTION:

- Manage Accounts Receivable/Accounts Payable, General Ledger, Payroll through ADP
- Bank Reconciliations
- Prepare 1099's & Review Expense Accounts
- Must be Proficient using Sage 100 Contractor/Master Builder/Timberline or Similar Systems & Quickbooks to Process Multi- Million Dollar On-Going Projects in construction
- Work on Weekly Cash Management for Multiple Companies
- Strong Attention to Detail
- Work Directly with Principal and In-House CPA
- Microsoft Office
- Computer Literacy

Salary commensurate with experience. Benefits included.

Please send resume to klarhomes@aol.com.

Contact number: 516-735-1700