

Accounting Technician (Full Time)

Job Location: Based in Elkhorn, Wisconsin, with travel throughout Wisconsin and Northern Illinois.

Principal Duties & Responsibilities: Takes orders from and reports directly to Finance and HR Manager and Accounting and Licensing Coordinator by; gathering accurate and necessary information to complete daily operations of accounting as well as assisting all departments to assure a streamline operation and communication of information including, but not limited to:

Accounting Duties

- Complete entire invoicing process:
 - Process lump sum invoicing per direction of the President
 - Balance to Job Log
 - A/R notes in QuickBooks
 - Invoice review in RAS
- Weekly A/R follow-up as assigned by Accounting Manager.
- Assigning cost accounts to payables in QuickBooks and entering all payables into QuickBooks.
- Prepare Weekly Reimbursable from employees, including recording weekly mileage for fleet vehicles.
- Process items in Blue Folder, get to President for signature.
- Preparing lien waivers to subcontractors/vendors.
- Vendor Certificate of Insurance administration.
- Maintain vendor files.
- Preparing Credit Applications.

Administrative Duties

- Check office drop box daily.
- Entire process of all state training and licensing of employees.
- Breaking down Foreman and Operation & Maintenance (O&M) Books and communicating with Project Team when books are ready for final breakdown and/or when information is missing prior to the invoicing process.
- Record Retention, including updating records matrix.
- Responsible for updating information on vendors/clients in QuickBooks and Outlook.
- Bidding/Ordering of Office Supplies, special printing orders (waste manifests, stationery, etc).
- Office equipment purchases, maintenance, repairs coordinating including supplies for various machines including but not limited to copy machines, printers, mail system equipment, etc.

Property Services

- Providing support to the Vice President as it relates to the various properties owned and operated by Balestrieri Group.
- Develop tenant relationships and direct the Logistics Coordinator to respond to tenant requests/problems in a timely and courteous manner.
- Prepare weekly folder for Shirley.
- Other responsibilities and projects as assigned.



General Administration

- Maintain a professional working relationship with co-workers, clients, vendors, sub-contractors and governmental agencies.
- Attending staff meetings as required.
- Cross-trained with office personnel as required.

Qualifications:

Education: Candidate must have an associate degree in a business-related field.

Experience: Candidate must have training beyond high school accounting.

Skills: Candidate must possess a solid knowledge of Microsoft Word, Excel and Outlook in a PC networked environment. Knowledge of QuickBooks not required, but preferred.

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, and/or feel objects, tools or controls, reach with hands and arms and talk and hear. The employee frequently is required to stand, sit, bend, twist, squat, reach and walk.
- The employee must have the ability to communicate orally, both by personal contact and by telephone contact, in a clear manner.
- The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to distinguish people or objects at varied distances under a variety of light conditions.
- The employee must be aware that computers may or may not cause a certain amount of radiation.

Legal and other Requirements:

- Must be eligible to work in the United States.
- Must be at least 18 years of age and possess a strong work ethic.
- Must have a reliable means of transportation to and from work along with a valid driver's license and proof of insurance.
- Must comply with company's pre and post-employment drug testing policy.
- Must sign disclosure and consent for background release, confidentiality agreement and non-compete non-disclosure agreement as a condition of employment.
- Successful completion of industry related awareness trainings.

Wages and Benefits:

- Base hourly rate begins at eighteen (\$18.00) per hour.
- Job performance reviews after three and six months; six-month probationary period.
- Life Insurance after six months successful company service.
- Service Award and Birthday program after six months successful company service.

This position description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. The incumbent may be required to perform job-related responsibilities and tasks other than those stated in this description.

Balestrieri Environmental & Development, Inc. is an Equal Opportunity Employer.