Position Title: Bookkeeper
Division: Architectural Glass & Aluminum ("AGA")
Reports To: CFO
Job Type: Full Time

Position Overview: The Bookkeeper is responsible and accountable for all financial, accounting, and administrative functions of the company, supporting commercial window and curtain wall fabrication and installation projects from contract acceptance through closeout. This role oversees daily transactional accounting, weekly and monthly financial processes, work-in-progress (WIP) reporting, progress billing, and financial closeouts.

Key Responsibilities:

1. **Daily Responsibilities**
   - Process accounts payable (A/P) entries accurately and timely
   - Manage accounts receivable (A/R) collections and follow-up
   - Process payroll adjustments and corrections
   - Handle daily banking activities, including deposits and transfers
   - Manage company credit card activity and receipts
   - Process and distribute mail; manage accounting-related email correspondence
   - Respond to internal and external financial inquiries

2. **Weekly Responsibilities**
   - Process weekly payroll and related reporting
   - Prepare and submit retirement plan reports
   - Generate and submit customer billings
   - Track and pursue overdue collections
   - Coordinate financial aspects of truck deliveries and jobsite logistics
   - Address employee payroll, benefits, and accounting-related questions
   - Record journal adjustments as needed
   - Process Certificates of Insurance (COI) requests
   - Manage lien waivers and contractor applications

3. **Monthly Responsibilities**
   - Lead month-end financial closeouts
   - Prepare and post month-end journal entries
   - Maintain and report Work-in-Progress (WIP) schedules
   - Reconcile credit card statements
   - Track jobsite material runs and related costs
   - Prepare monthly KPI and financial performance reports
   - Monitor retainage balances and process retainage pay applications
   - Coordinate receipt and release of retainage checks

4. **Contracts & Billing & Closeout Accountability**
   - Responsible and accountable for financial review and acceptance of contracts
   - Oversee WIP reporting and progress billing accuracy
   - Ensure compliance with contract terms, billing requirements, and lien laws

- Prepare and submit closeout documents and final billings
- Support project teams through final accounting reconciliation

5. Leadership, Culture & Safety
- Promote and reinforce company culture and core values
- Support and uphold company safety policies and compliance requirements

6. Cross-Functional Collaboration
- Work collaboratively with General Manager, Operations Manager, Project Manager, Estimator, and field teams providing financial insight to support decision-making, forecasting, and backlog planning
- Serve as a financial steward for project profitability and cash flow

7. Other Duties
- Perform other duties as needed to support the company's Vision, Mission, and Values

RACI:

AGA	
Task	**Bookkeeper**
Accept Contract	R/A
WIP & Progress Billing	R/A
Prepare Closeout Documents	R/A
Final Billing	R/A
Handle Price Requests & Change Order Pricing	A
VTO	R
Culture & Safety	R

Qualifications:

- Proven experience in an accounting role in construction or manufacturing
- Strong knowledge of construction accounting, including WIP, progress billing, and retainage
- Experience with payroll processing and labor cost allocation
- Excellent understanding of contracts, lien waivers, COIs, and contractor billing requirements
- Strong organizational, analytical, and communication skills
- High attention to detail and accuracy
- Bachelor's degree in Accounting, Finance, or related field
- Experience in commercial glazing, curtain wall, or specialty subcontracting
- Experience with construction accounting software
- CPA or CMA designation

AGA
ARCHITECTURAL GLASS & ALUMINUM

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Details

- **Review** and accept contracts, ensuring compliance with billing requirements and lien laws
- **Manage** A/P, A/R, collections, and daily banking activity
- **Process** weekly payroll, adjustments, and retirement plan reporting
- **Oversee** WIP reporting, progress billing, and customer billings
- **Handle** lien waivers, COIs, and contractor applications
- **Lead** month-end closeouts, journal entries, and monthly KPI reports
- **Monitor** retainage balances and process retainage pay applications
- **Prepare** closeout documents and final billings

Ideal Candidates:

- Proven accounting experience in construction or manufacturing
- Strong knowledge of WIP, progress billing, and retainage
- Experience with payroll processing and labor cost allocation
- Bachelor's degree in Accounting, Finance, or a related field
- High attention to detail with strong organizational and communication skills

Benefits:

- Health & Dental Plan
- Life Insurance Policy
- EAP Program
- 401K Plan with Company Match

Benefits eligibility after 90-day trial period.

To apply, send a completed application to:

laura@na-holdingcorp.com

External candidates will be considered.