

# M W C H

MATT WHITE CUSTOM HOMES

## ACCOUNTING MANAGER

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Our company provides a variety of real estate/homebuilding services throughout Southern California. We are looking for a Project Coordinator to join the team! Our company offers excellent benefits, employee recognition functions, and the opportunity to be a part of a small growing company.

We are seeking someone that is very numbers oriented, has strong attention to detail, and is able to work with a variety of people. Must have over three years accounts payable/receivable experience within either residential or commercial real estate, or related industry. **MUST HAVE SAGE TIMBERLINE 300** experience.

## JOB RESPONSIBILITIES

Job duties include a variety of homebuilding accounting tasks, ranging from preparing financial statements, draw packages, bank statement reconciliation to basic AP. We offer an intimate laid-back work environment.

Duties and Responsibilities:

- Enter all payables/invoices for corporate and custom home projects using Sage 3000 Timberline
- Request conditional and unconditional releases from all subcontractors
- Follow up on outstanding items with Field Project Managers and Superintendents
- Enter commitments and contracts into Sage 300 Timberline
- Prepare draw packages for clients and banks -- includes draw budgets
- Print checks -- weekly for corporate and bi-weekly for projects
- Input custom home project budgets
- Financial statement preparation
- Financial forecasting
- Prepare journal entries

## REQUIREMENTS

- High level of proficiency with Excel spreadsheet design and maintenance
- Excellent analytical skills and attention to details
- Accounting experience with residential home building, development, and or investment
- **MUST HAVE SAGE TIMBERLINE 300** experience

- Bachelor's degree with emphasis in accounting preferred

This company strongly believes in shaping places that people enjoy. We are family orientated and are an active part of the Newport-Mesa Community

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## **BENEFITS**

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- Health, Dental and Vision Care after employment wait period
- Company 401 (k)
- Vacation and Sick time
- Position can be part-time or full time, salary range will depending on how many hours committing