



## Accounts Payable & Bookkeeping

### Qualifications:

1. Extremely Detailed Oriented
2. Enjoys Working with Numbers and Analyzing Data
3. Producing Accurate Reports High level of Integrity and Confidentiality
4. Ability to learn new technology/software quickly
5. Proficient in Quickbooks

### Key Results Areas:

1. **People:** Motto – communicating & developing

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  - a. **Ferguson Builders' Team:** Assists others on the team in the Ferguson Builders and personalized manner to help them better fulfil their KRAs.
    - i. *Inputs information (bills & POs) in a timely manner.*
  - b. **Subcontractor/ Vendors:** Develop and bolster/strengthen relationships with vendors and subcontractors in the Ferguson Builders, personalized manner to better fulfil the Project KRAs (see below).
2. **Project:** Motto – delivering quality while increasing profits

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  - a. **Accounts Payable/Bookkeeping:** Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
    - i. *Prepares new and maintains current vendor accounts.*
    - ii. *Creates new and maintains current subcontractor profiles.*
      1. *Certificates of Insurance*
      2. *W9s/FEINs*
      3. *Subcontractor agreements*
    - iii. *Charges expenses to accounts and cost codes by analyzing invoice/expense reports and recording entries.*
    - iv. *Obtains correct approvals on purchases*
    - v. *Maintains organized records of all purchases and payments.*
    - vi. *Resolves bill, purchase order, contract, invoice, or payment discrepancies and documentation.*
    - vii. *Pays vendor accounts on time and subcontractors in a timely manner by monitoring discount opportunities and preparing checks.*
    - viii. *Ensures credit is received for outstanding credit memos.*
    - ix. *Requests stop-payments or purchase order amendments.*
    - x. *Verifies vendor accounts by reconciling monthly statements and related transactions.*
    - xi. *Reports sales taxes by calculating requirements on paid invoices.*



# FERGUSON BUILDERS

- xii. *Prepares financial reports by collecting, analyzing, and summarizing account information and trends.*
- xiii. *Tracks budgets.*
- xiv. *Keeps the books up to date.*
- xv. *Corrects time clock errors.*

- b. **Insurance:** Prepares, collects, and organizes paperwork and electronic data.
  - i. *Maintains current subcontractor insurance certificates.*
  - ii. *Prepares for Insurance Audit.*

### 3. **Personal:** Motto – learning & advancing

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- a. Seeks out and participates in activities to develop personal growth in knowledge of the trades and Ferguson Builders' processes to better fulfill the above KRAs.
  - i. *Finds educational opportunities for self and the Ferguson Builders' team*
  - ii. *Reads books, magazines, ads, etc.*
  - iii. *Listens to books, podcasts, books, etc.*
  - iv. *Watches tutorials, TED Talks, etc.*
  - v. *Attends professional development*
  - vi. *Suggested Reading:*
    - 1. *7 Habits of Highly Effective People – Steven Covey*
    - 2. *Who Moved my Cheese – Spencer Johnson*
    - 3. *The Ideal Team Player – Patrick Lencioni*
    - 4. *Outstanding!: 47 Ways to Make your Organization Exceptional – John G. Miller*
    - 5. *QBQ: The Question Behind the Question – John G. Miller*
    - 6. *Overcoming the Five Dysfunctions of a Team – Patrick Lencioni*
    - 7. *Project Management for the Unofficial Project Manager – Kogon, Blakemore, Wood*
    - 8. *The One Minute Manager – Blanchard, Johnson*
    - 9. *The Go Giver – Burg, Mann*
- b. Finds a healthy balance between work and personal life to thrive in both.
  - i. *Arrives to work on time and leaves work on time*
  - ii. *Schedules appropriately to complete necessary tasks efficiently*
  - iii. *Plans in advance for time off*

*\*Italicized lists are not all-inclusive ways to meet the KRA.*

*Since we are a small and growing company, you may be asked to complete other tasks not on this list.*



## Compensation

1. **Pay: \$18-35 per hour**

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  - a. Estimated 12-15 hours per week split up into ~3 half days (Friday Mornings must be one half day)
  - b. Payment will be by direct deposit every two weeks
2. **Profit Share:**

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  - a. This position does not qualify for profit share since it is only available to full-time team members
3. **Time Off:**

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  - a. This position does not qualify for paid time off since it is only available to full-time team members
  - b. **Nonpaid Holidays:** Ferguson Builders will not conduct work on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
4. **Apparel:**

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  - a. Office Staff are to dress professionally in black, navy, gray or neutral colors (white, cream, khaki). Pants may be professional slacks, skirts, or jeans.
5. **Other:**

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  - a. **401k:**
    - i. Eligibility: You are eligible after working 1 year and at least 1,000 hours
    - ii. Ferguson Builders will match 100% up to the first 3% of your income and 50% of 4-5%
    - iii. Advising through a third-party financial advisor is provided
  - b. **Mileage Reimbursement:** When applicable, Ferguson Builders will reimburse miles driven with personal vehicle at \$0.54 per mile. (See Team Member Handbook for stipulations)
  - c. **Gear Share:** Ferguson Builders has a conglomeration of items (kayaks, State park pass, etc.) to promote relationship building and active lifestyles.
  - d. **Ferguson Builders Events:** Baseball Game, Summer Family Picnic, Christmas Dinner
  - e. **Various Vendor Discounts:** When applicable, team members can purchase items using the Ferguson Builders discount (Verizon, Jeff Lynch Appliances, Wayfair, Wholesale Suppliers, etc.)