

**About RisherMartin:** RisherMartin Fine Homes is a fast growing, professionally managed, Austin, Texas based firm specializing in custom home building, whole house renovations and additions. A process-focused and technology driven company, RisherMartin has developed and deployed sophisticated management systems that enable accurate pre-construction planning, on-time and on-budget execution, and best-in-class customer service. We partner with award winning architects and designers to deliver notable projects for discriminating clients in Austin's most prestigious neighborhoods.

**Job Summary:** The Bookkeeper/Office Manager will perform general Accounts Payable and Receivable functions including, but not limited to, invoice intake, processing, and payment. Prior experience in or knowledge of the construction industry is highly preferred. Professionalism is essential as the Accounts Receivable role requires frequent client interaction. This position is part-time with flexible working hours, approximately 20 hours per week. Work will be conducted at the RisherMartin offices, located in Central Austin. Remote work is not possible, as the position requires frequent interaction with management and team members.

**Job Responsibilities:**

- Accounts Payable duties include receiving invoices, scanning and naming digital files, uploading and controlling the flow of documents through our cloud-based invoicing system, data entry into construction management software and QuickBooks and issuing appropriate payment at the completion of the Accounts Payable cycle.
- Accounts Receivable duties include tracking and invoicing draws according to each project's draw schedule, generating invoices through our construction management software, distributing invoices to clients via e-mail, and tracking and recording the progress of each Accounts Receivable item.
- Requesting, tracking, and maintaining current documentation on all subcontractors and suppliers, including certificates of insurance, workers compensation, and subcontractor/supplier agreements; this includes receiving paper and digital files, scanning, naming, and uploading into our cloud-based storage, and entering into construction management software.
- General Office Administration (i.e. monitoring and replenishing office supplies, kitchen supplies, permit pick-up from City of Austin, Etc.)

**Core Competencies:**

- Comfortable working in a fast paced, detail-oriented, and paperless office environment
- Comfortable with technology, including web-based software systems, Microsoft Office Suite, and Adobe Acrobat (PDF)
- General knowledge of accounting and specific knowledge of QuickBooks (QuickBooks Online specifically)

**Education and Experience**

- 4-year college degree preferred but not required
- Strong references from past employers required
- Knowledge of or experience in residential construction preferred