



Chief Financial Officer

Responsibilities:

This position involves financial oversight, bookkeeping, and managing the front office. This includes handling company's financial records, assist with budget preparations, record financial transactions such as outgoing and incoming checks. CFO will oversee accounts payable, reconcile bank statements, maintain balance and financial sheets, year-end tax preparation, and all aspects relating to company's finances. Additional responsibilities include normal oversight of the front office, and working with the office Secretary and Accounts Payable as needed with day-to-day activities. Normal working hours are 8:00-5:00, Monday-Friday.

Benefits and Compensation:

This is solely determined on applicant's experience, ability to learn, and performance. Compensation may include: competitive salary, health insurance, compensation for use of vehicle, paid vacation and holidays per employee handbook, bonuses, and profit sharing.

To Apply:

Send resume to Carol Muir at cmuir@jandpconstruction.com.