**DIETRICH HOMES  
POSITION DESCRIPTION**

POSITION TITLE: Accountant/Office Manager  
ACCOUNTABLE: President, Vice President

Dietrich Homes, Inc. is a design, build firm specializing in custom home builds and renovations. Quality and attention to detail are cornerstones of all our projects and a main focus of all team members.

**PRIMARY OBJECTIVE OF POSITION**

The position is responsible for direct oversight of the day to day accounting operations combined with daily office management tasks. The position will work closely with our Vice President/Business Manager, Design team and outside subcontractors and suppliers to complete all necessary accounting tasks.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

* Day to day accounting operations
* Payroll – biweekly schedule
* Manage cafeteria plan inclusive of Health Insurance, AFLAC and 401(k)
* Manage accounts receivable, accounts payable and collections
* Job costing and change orders for all projects.
* Processing customer payments and bank deposits
* Monthly bank reconciliation for all cash accounts
* Quarterly Payroll Tax Returns & Use Tax Returns
* Annual 1099 and W2 Returns
* Prepare monthly company financials and assist third party accounting company with year-end tax returns
* Prepare quarterly inventory and financial reports for outside financial institution
* Maintain and orderly accounting filing system
* Maintain confidential HR records
* Work directly with outside IT company on all in house IT needs and support
* Office duties inclusive of answering phone, mail, ordering of supplies and maintenance of office equipment
* Assist with marketing efforts with third party marketing company

**QUALIFICATIONS**

Education and Experience:

* Associates Degree in Accounting and 3-5 years of Accounting Experience
* Proficiency in Sage Contractor 100 (preferred) or QuickBooks
* Proficiency in MS Office Suite
* Previous experience in Payroll and employee benefit plans

Other skills and abilities:

* Excellent written and verbal communication skills
* Superior organizational skills
* Detail oriented and self-motivated
* Ability to build efficient working relationships with project teams, department staff, subcontractors and clients

**PAY & BENEFITS**

* Compensation dependent on experience
* Paid Time Off
* Paid Holidays
* 401k Match
* Cafeteria Plan

11/2021