

## BOOKKEEPER

Falcon Structures is seeking an enthusiastic bookkeeper to help facilitate our next phase of growth. This position will report directly to the Controller, and will be responsible for accounts payable, while also assisting with month end close. Detailed requirements, job description, and competencies are outlined below. Manufacturing or Quickbooks Enterprise Edition experience would be greatly beneficial, and should be highlighted in the submission of a cover letter or resume.

If the job description below aligns with your skill set and passions, and you're looking for a growth opportunity with a market leader, we would like to hear from you. To apply, submit your resume and cover letter to [Jobs@FalconStructures.com](mailto:Jobs@FalconStructures.com)

## ABOUT US

Since 2003, Falcon Structures has been repurposing shipping containers to create living spaces, work spaces, and storage solutions for a wide variety of industries. Backed by an experienced team of designers and engineers, Falcon can modify Conex boxes to serve as temporary housing units, portable offices, and other highly-secure onsite structures for mostly businesses. Falcon's growing client base includes major energy corporations, defense contractors, construction firms, and the US Department of Defense.

## ABOUT THE JOB

The Bookkeeper reports to the controller

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### ROLE AND RESPONSIBILITIES:

- Assist the controller with month end close duties on an as needed basis
- Oversee the activities of the accounts payable ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, employee expense reports, cash control
- Oversee the activities of purchasing and inventory control
- Assist with inventory management, billing, and accounts receivable processing as needed
- Respond to the Controller, CEO, President, and owners as assigned with accurate and timely work to facilitate their financial needs



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- Participate in a wide variety of special projects and compile a variety of special reports
- Communicate with co-workers, management, customers and others in a courteous and professional manner
- Conform with and abide by all regulations, policies, work procedures and instructions

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#### QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:

- Bachelor's Degree in accounting/finance or 3+ year of relevant experience
- Excellent verbal and written communication skills
- Ability to collaborate and accept/provide feedback in a team setting

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#### PREFERRED SKILLS:

- Experience in a manufacturing environment
- Experience with Enterprise Resource Planning system implementations
- Good organizational and time management skills
- Strong team player focused on the company's mission
- Attention to detail

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#### COMPENSATION:

Competitive base salary, medical, dental and life insurance benefits, as well as holidays and paid time off.