

## WHY LOMBARDO?

Choosing a place to work is a big deal. You spend much of each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

## WHAT YOU'LL DO

### The quick overview

Lombardo Homes is looking for a bright, focused, detail-oriented person with strong organizational skills and ability to prioritize tasks. The Book Keeper will be responsible for completing monthly accounting duties, including journal entries, maintenance of general ledger, account reconciliations, coordinating intercompany transactions and preparation of monthly financials, year-end tax packages and special projects, as required.

### The basics

- Perform quality, detailed work within deadlines with or without direct supervision.
- Interact professionally with other employees, outside financial organizations, and directly with the President of the company.
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations. Nobody's an island!

### The nitty-gritty stuff

- Coordinate more complex accounting projects and initiatives with other members of the accounting and finance team or with other departments.
- Review general ledger accounts and prepare monthly journal entries, including accruals and adjusting journal entries.
- Perform account analysis and reconciliation, including bank statements and intercompany general ledger accounts.
- Prepare monthly sales entries and month-end accounting packages.
- Prepare detailed analyses and explanations of Balance Sheet accounts.

## WHAT YOU NEED

- Proven accounting experience (3+ years' experience) or other similar position.
- Advanced Microsoft Excel Skills.
- Full familiarity with QuickBooks.
- Excellent written and verbal communication skills.
- Excellent attention to detail, including the ability to notice small details of all tasks – no matter how large or small – and produce high-quality results.
- BS/BA in accounting, finance or relevant field is preferred but not required if real world experience is substantial.

## WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, accident insurance.
- Company-sponsored employee events.