

Crawford Tree & Landscape Services, Inc., family owned since 1969, is currently looking to fill our Director of Accounting position. This is an established, part time, flexible position in a company that will value not only you, but your family AND your professional future. First and foremost each day, our entire office and field staff pursue accuracy, integrity, and continuing education. This approach has led us through many exciting years together!

Our team of 24 may be the most committed group of men and women you'll find. From providing an organized and low stress office atmosphere that revolves around respect, to actively and intentionally pursuing advancement in all we do, Crawford Tree & Landscape Services, Inc. will satisfy those who are purposeful and independent, while challenging you to grow even further.

**Below is an outline of the position's expectations:**

Consultation/Reporting to President – Communicate and consult regularly with the company President, providing insight into company accounting and creative solutions to problems. This position is a direct report to the company President. Provide monthly financial statements to the company President for discussion re: review of data/comparisons, current strategies, work load, and cash flow.

Reporting to CPA - Provide year-end reports to our CPA and assist with year-end review; compile reports for annual workers' compensation audit and assist auditor as needed.

Special Projects – Complete special projects (e.g. financial organization/restructuring, data tracking, data compilation, financial forecasting, etc.) for the company President.

Accounts Payable – Enter vendor bills and credit memos; pay bills; reconcile monthly vendor statements.

Payroll – Enter bi-weekly hours into Paychex Online; calculate retro pay and bonuses; set up new staff members in our system. Track internal benefit accounts.

Payroll Taxes – Process quarterly and annual returns (941, 940, state unemployment, 1099's) using information provided by Paychex and QuickBooks.

Sales Tax Return – File monthly online sales tax return using QuickBooks reports.

General Ledger – Record and reconcile monthly loan entries and credit card activity; perform monthly bank reconciliations for multiple entities; petty cash reconciliation and special entries as needed.

*Note: We are currently using QuickBooks Desktop Pro 2017 but will be upgrading to QuickBooks Enterprise 18.0 during the winter of 2018/19.*

To meet with our team and discuss your future here, we ask that you send your resume or work history as a PDF to (jonwelch"at"crawlfordtree.com). Thank you for your consideration!