

Position Description
Financial Manager

Reporting to GridBright CFO

Full Time, Salaried (W2 Position)

Desired Location: Work from Home Office in Contra Costa County, CA

Time & Expense Processing & Payroll

- Administer BIGTIME time reporting system
 - Manage project codes
 - Receive and process timesheets
 - Run off reports by employee and projects
 - Project reports for clients
- Receive and audit expense reports and supporting receipts
- Add new employees to payroll
- Process, calculate, and submit payroll
- Perform job costing and enter into Quickbooks
- Register with new employee states Department of Revenue and Dept. of Labor
- Check processed payroll information and enter into Quickbooks Financial software
- Reimburse travel and expenses, enter into Quickbooks and process checks
- Manage contributions to 401K twice a month
- Administer the UnitedHealthcare portal information
- Monitor approved vacation hours

Accounts Payable

- Set up vendors in financial system (QuickBooks)
- Receive W-9
- Issue Purchase Orders (POs)
- Receive timesheets and expenses from contractors
- Receive and enter vendor invoices, get approval from PM
- Reconcile with timesheets and pay invoices
- Send 1099 to contractors at year end

Accounts Receivable & Invoicing

- Fill out new customer requests for (banking) information
- Send W-9 to customers
- Receive, audit, and sort billable time and expense forms for invoicing procedures.
- Create Customers Invoices
- Assemble and send invoices to customer
- Coordinate with Project Manager to follow up on past due customer payments.
- Provide Project Managers with custom reports

Financial Reporting

- Enter everything in Financial Software, invoices, bills, payroll check payments etc.
- Print and review financial statements with other officers monthly
- Print and review other Financial reports such as (A/P, A/R, P&L by job, sales, ETC)

Support of Tax Filings

- Pull together all required tax information for accountants
- File Canadian Goods and Services tax and remitted payment quarterly.
- Pull together information for treaty filing with Canada Revenue
- File unsecured property taxes annually (571L form) Contra Costa counties.
- File Use tax for CA annually