



230 Broderick Street
San Francisco, CA 94117
415.829.3111

Office Administrator/Bookkeeper

Centoni Restoration and Development, Inc., is an award-winning design + build construction firm that provides high-end residential renovation services, for historic and modern San Francisco homes.

Centoni's projects are designed, engineered, and built in a single source program, streamlining project delivery and transforming the relationship between designers and builders into a collaborative alliance. United from the onset, our team works faster, more cost-effectively, and delivers high quality craftsmanship.

Centoni seeks an Office Administrator/Bookkeeper. Ideal candidates are comfortable working in a fast-paced, multitasking environment with a clear understanding of all phases of residential construction. Outstanding communication (written and verbal) skills are a must; has an acute attention to detail regarding contracts, payroll and general accounting.

Job Duties include management of:

- Client Contracts and Change Order preparation
- Sub-Contractor Contracts
- Accounts Payable
- Accounts Receivable
- Payroll
- Insurance Audits – Liability, Workman's Compensation and Auto
- Medical/Dental/Optical Insurances
- Weekly account reconciliation
- Provide monthly, reconciled Profit and Loss and Balance Sheet Reports
- Communicate with tax accountant regarding reports needed for tax planning and tax return preparation
- Prepare year end 1099's

Depending on candidate experience and skillset, the position may expand to include:

- Manage client, partner and vendor communications
- Track supplier material deliverables
- Prepare bid worksheets for new estimates and work with contractor on project specifications
- Secure insurance certificates, as required by client.
- Prepare project binder for project Foreman
- Maintain electronic and hard copy project files
- Track subcontract agreements and insurance certificates
- Obtain permits from the City and County of San Francisco, Department of Building Inspection

General Requirements:

- 10 years+ bookkeeping experience with concentration in accounts payable and payroll
- Extremely organized
- Attention to detail a must
- Excellent written and verbal communication skills
- Proficiency in Microsoft Excel, Word and QuickBooks required

Please forward resume and indicate compensation requirements to info@centoni.com.

Job Type: Contract, Part-Time
Pay: TBD
Benefits: TBD
Physical setting: Office
Schedule: Monday – Friday
Work Location: San Francisco, and consideration for remote work

CA #928127
www.centoni.com