

Accounts Manager

Job Location – Visalia, CA



Responsibilities

4Creeks is seeking an Account Manager to work under the direction of the CFO on our Administration team. Responsibilities for this position would include preparing managing all day-to-day finance operations including functional responsibility over the company's project management system, contracts, invoicing, accounts receivable, timesheets, state budgeting, and prevailing wage payroll requirements. This position will primarily entail office work.

Minimum Qualifications

1. The position requires a B.S. Accounting, Finance, Business, Ag Business, or related field.
2. Minimum of 0-1 years of experience.
3. The ideal candidate will have working knowledge of general accounting principles, exceptional written and oral communication skills, and a keen attention to detail.
4. Experience with Microsoft Office, including Word and Excel is required.

Compensation

Salary will be determined by candidate's skill and experience level and highly competitive with industry standards. Benefits package includes full employee health coverage (50% coverage for dependents), company 401(k) contribution, and performance bonuses.

About 4Creeks

We are a small band of visionaries, mentors, and citizens, driven by a deeply instilled belief that together we can help solve some of the challenges we face. We're determined to play our part in inspiring a new future and rebuilding what's broken, from Bakersfield to Sacramento. We call Central California home and we're committed to using all the tools and resources at our disposal to make this region known for greatness.

You'll quickly find out that 4Creeks is built on a fun, challenging and collaborative work-environment. A team-based approach is the standard we uphold, and we believe that no one person is more valuable than the other. We enjoy working together and pooling our resources to provide the best solution we can create together.

How to Apply

For immediate consideration; please email your resume and cover letter detailing your background, skills, and experience to hr@4-creeks.com. Our Human Resource Administrator will contact you promptly for initial interview coordination.