

OWI CONTRACTORS, L.L.C.

**GENERAL CONTRACTING AND CONSTRUCTION MANAGEMENT SERVICES
A WOMAN BUSINESS ENTERPRISE**

June 16, 2015

Office Positions to be filled:

Accounting/Clerical Person:

- Certified Payroll preparation, subcontractor CP review and tracking, compilation etc.
- Insurance Certification tracking
- Insurance, Subcontractors, compliance etc.
- Payroll, preparation, compilation, posting etc.
- Timberline knowledge

Project Management Person:

- Submittal Compilation, review and submission
- Timberline knowledge
- Project scheduling, Microsoft Project
- Blue Print reading skills
- Understanding of bidding process
- Capable of Performing basic take off and quantity summary data from construction documents

Senior Management/Controller:

- Must know Timberline
- End of Month Closeout
- Bank Reconciliation
- Quarterly Financial Statement Preparation
- WIP Schedules
- Accounts Payable/Receivable
- Posting
- Cash Flow Forecasting

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AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
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