



Building Relationships Since 1957.



**If You Have the Motivation,
We Have the Destination.**

Position: Bookkeeper

J&S Construction® is a fourth-generation, family-owned General Contractor built on integrity, quality, and trust. With a team of nearly 80 skilled craftsmen and trade professionals, we deliver new construction and renovation projects across commercial, healthcare, religious, government, and industrial markets.

Headquartered in Cookeville, Tenn., we are strategically positioned to serve clients across the Southeast and beyond. While most of our work is within 100 miles of our home office, our reach extends from Kansas to Florida and Texas to Virginia. As one of the oldest and largest construction firms between Nashville and Knoxville, our mission isn't to be the biggest—but the best. That commitment shows in our repeat client rate of more than 75% annually and a 99.6% client satisfaction rate.

At J&S Construction, we've built an environment where many team members spend their entire careers with the stability of a company that has thrived here for generations. We are a close-knit team of professionals who view excellence in our work as a reflection of the faith we openly proclaim. Our company's long-standing success is a testament to the quality of our people and God's providence.

We also value balance. Our four-day, 10-hour workweek allows team members to enjoy Fridays at home with their families.

We're seeking a dependable and detail-oriented Bookkeeper who will play an integral role in managing the financial operations of multiple entities within J&S Construction. The ideal candidate will possess strong organizational skills, accuracy, and professionalism, and will be committed to supporting our mission with integrity and accountability.

This position is well-suited for a motivated individual who thrives in a collaborative environment and is looking for a long-term opportunity with a company that values both excellence and people.

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What You'll Do

- Assist with general accounting tasks and reconciliations as assigned
- Record daily banking activity across multiple company accounts
- Process bank deposits and reconcile accounts to the general ledger
- Match customer payments to open invoices
- Assist with accounting tasks or reconciliations as assigned.



What We're Looking For

- Minimum 3–5 years of bookkeeping or accounting experience (construction accounting a plus)
- Strong understanding of bookkeeping fundamentals: A/P, A/R, payroll, and general ledger
- Proficiency in accounting software and Microsoft Excel (experience with Sage 300 CRE preferred)
- Excellent written, mathematical, and organizational skills
- Dependable, professional, and willing to learn
- Experience in accounting accepted in lieu of a degree



Company Benefits

- Three-day weekends most weeks
- Medical, dental, and vision insurance
- 401(k) with employer matching
- Short- & long-term disability insurance
- Paid vacation & holidays
- Bi-annual profit-sharing bonuses
- Company-sponsored education & training
- Career growth opportunities

If interested in joining the J&S Construction Family, send your resume and cover letter to careers@jsconstruction.com.

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