



Highway 85 Creative is a national full-service custom in-house production company. We create impactful spaces. Our team has been building brand experiences since 2005. We are recognized as an expert in retail, office and trade show environments and graphics. Our clients span the globe including Harely Davidson, State Farm Stadium, Honeywell and PetSmart to name a few.

Our Core Values

We believe in a thankful approach – we give more than we take. We take extreme ownership of our craft. We foster a collaborative & energetic work environment. We go pro – we do it the right way. We Value teammates' individual strengths & input.

The right candidate is a go-getter who is self-motivated. Thrives in a fast-paced, high energy environment and must be able to pivot. Oh, did we mention they like to have fun!

Join us and we will create cool sh!t ... **together!**

We're looking for a Full-Charge Bookkeeper to support our Accounting Department.

Results you own

- Processing accounts payable and accounts receivable
- Create financial statements and related financial reports
- Generate 15-30 invoices weekly
- Maintain a coherent system of accounts and utilize a strong/organized filing system
- Audit invoices for correct figures and client profile (tax status, etc.)
- Perform post-show job costing/auditing in a timely manner
- Perform month end reconciling and closings
- Provide top level of client care and service
- Find ways to simplify job costing processes with teammates
- Work with accountant to process issues as needed
- Process annual 1099's for contractors
- Generate weekly past due report and maintain collections

Required Skills/Abilities

- Very detail oriented
- Self-starter who is able to multitask and effectively wear multiple hats
- Possesses excellent oral and written communication and professional demeanor.
- Strong work ethic, initiative, and follow-through.
- Ability to proactively make decisions and anticipate issues and needs before they arise.
- Outstanding organizational and time management skills.
- Demonstrate effective problem-solving skills.
- High proficiency in QuickBooks

Education and Experience

- Minimum 5 years experience in related field or position
- Previous job costing experience

Highway 85 Creative benefits

Medical & Dental

Paid holidays, sick time and PTO

Clifton strengths led organization