

# Construction Bookkeeping 101

**book' keep' ing** *n. the work of keeping a systematic record of business transactions.*

An entry level course that will enable anyone to work in both simple and complex bookkeeping systems.

Learn how to set-up and operate a simple bookkeeping system for a construction company.

Learn more about the whole bookkeeping system to better understand how to perform your job.

NEF, through our education partnership with Clemson University offers a CCB (Certified Construction Bookkeeping) certification upon successfully completing the course with a grade of 75 percent on the examination.



## GENERAL LEDGER

- Chart of Accounts
- Balance Sheet
- Income Statement
- Debit
- Credit
- Posting Entries
- Bank Reconciliation

## ACCOUNTS PAYABLE

- Purchase Orders
- Invoices
- Discounts
- Certificate of Insurance
- W9 Form

## ACCOUNTS RECEIVABLE

- Invoicing
- Retention
- AIA (American Institute of Architects) Billings
- Returned Checks
- Aged Receivable Reports
- Security Issues



## PAYROLL

- Employee Forms
- Payroll Periods
- Quarterly Tax Forms
- Annual Tax Forms

## JOB COST

- Job Cost Detail
- Cost Codes
- Labor Burden
- Over Budget
- Under Budget

## ORGANIZING THE SYSTEM

- Set up files
- File as you go
- Easy access files

## What is NAWIC & NEF?

The National Association of Women in Construction was founded in Fort Worth, TX in 1955 with the goal of enhancing the success of women in the construction industry.

Today, the association has become a source of networking, support & education for its more than 5,500 members throughout the country.

Internationally, the association has expanded to include their sister organizations in Canada, United Kingdom, New Zealand, Australia and South Africa.

To fulfill the educational goal of NAWIC, the association created the NAWIC Education Foundation in 1973.

In addition to the adult education programs, NEF also sponsors programs aimed at school aged children:

- Block Kids
- Build Design Program
- CAD/Design Drafting Scholarship

For more information about these programs, contact your local NAWIC chapter or the NEF.

NAWIC Education Foundation Goals:

- Provide quality education programs for the construction industry.
- Promote the benefits of a career in the construction industry.



### *Educating the Construction Industry Today... and Tomorrow*

Through a partnership with Clemson University, the NAWIC Education Foundation (NEF) offers certification and educational programs for individuals who want to gain a greater knowledge and understanding of construction industry principles and practices.

In addition to the certification, those individuals who successfully complete the course will be awarded continuing education units (CEU's) from Clemson University.

NEF is an approved quality education provider by the American Council on Construction Education (ACCE).

**NAWIC Education Foundation**

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**[www.nawiceducation.org](http://www.nawiceducation.org)**

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