

## **POSITION OVERVIEW**

A successful **Senior Accountant** provides comprehensive accounting knowledge, resolves problems, prepares financial workpapers, and assists the CFO to achieve financial goals of the growing company.

## **DUTIES AND RESPONSIBILITIES**

- Assist in process improvement design and develop written accounting procedures for the operations staff and work with team to ensure proper implementation and compliance
- Prepare monthly standard recurring journal entries (ie: rent, etc.), balance sheet reconciliations, and monthly financial workpapers and applicable journal entries (ie: fixed assets, prepaid, accruals, insurance, etc.)
- Prepare and Post Monthly Job Cost Entries - CAT, General Liability Insurance, IT Job costs, etc.
- Monthly financial close and prepare monthly financial schedules for CFO and CEO review
- Vendor setup in Spectrum and review W-9 for correct tax classification and prepare 1099's annually
- Assist in Payroll related questions and filing of Form 941, etc.
- Prepare year-end audit workpapers and work with external audit for Review in accordance with GAAP
- Manage banking administrative relationship and User Access
- Pay CAT, Workers Comp, Sales and Use, and other city/state taxes
- Review monthly Mastercard charges for accurate GL coding by project teams
- Implement new accounting standards with CFO as become applicable
- Close out Jobs from Accounting perspective working with Project Managers and Project Executives
- Keeping informed with both the construction and accounting industry
- Work with project teams ensuring proper compliance with accounting procedures

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Must have the ability to:

- Solve problems individually but also in team environment
- Meticulous attention to detail and a high level of accuracy
- Positive and high-energy
- Service-Oriented mindset

## **EDUCATION AND EXPERIENCE**

- Strong financial debit/credit GAAP accountant with 5+ years of experience
- Bachelor's degree in accounting or related field required
- Working knowledge of Construction Accounting required
- Viewpoint Spectrum ERP knowledge preferred
- Job Cost experience preferred
- Procore Project Management knowledge optional

# **CONTINENTAL**

BUILDING CO.

## **WHAT WE OFFER**

CBC offers a competitive salary package that includes travel compensation (if applicable). Our generous benefits package offers employees the opportunity to participate in a top-notch health insurance program, company paid life insurance, and access to great supplemental programs for dental, vision, long term disability, and accident coverage. Our 401K retirement program offers excellent investment options with a company match. We offer a paid time off program, as well as paid holidays.

## **HOW TO APPLY**

If you are interested in applying for this position, please email your resume to:  
[careers@builtbycontinental.com](mailto:careers@builtbycontinental.com)

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Continental Building company is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.