

SENIOR ACCOUNTANT

POSITION OVERVIEW

A successful **Senior Accountant** provides comprehensive accounting knowledge, resolves problems independently, prepares financial workpapers, and assists the CFO to achieve financial and strategic 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
- › Manage Job Revenue projections and cash flow forecast
- › Manage Profit and Loss of Tool Yard in two locations partnering with Operations and equipment rental income
- › Prepare monthly standard recurring journal entries (ie: ASC842, 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
- › Assist annually in preparations of 1099's
- › Prepare year-end audit workpapers and work with external audit for Review in accordance with GAAP
- › Manage banking/surety bonding administrative relationship and User Access
- › Manage 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:

- › Thirst for new knowledge and critical thinking
- › Identify and proactively solve problems individually but also in a 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 preferred

WHAT WE OFFER

Continental Building Co. 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.