

Position: Senior Accountant

We are a growing, dynamic underground construction contractor that is looking for a talented and experienced senior accountant that will play a key role in assisting our company in profitable growth through sound financial management and reporting. This is a senior role reporting to company management with oversight of our general accounting operations, month end close process, financial and management reporting and daily transaction processing and payroll. Senior accountant responsibilities include reconciling account balances and bank statements, maintaining general ledger and preparing month-end financial and management reports. A successful senior accountant combines excellent analytical skills with a thorough knowledge of accounting principles and systems to develop processes to timely and accurately produce and analyze month end financial statements and reports. The ideal candidate also has experience collaborating and/or managing clerical staff and/or junior accountants. Senior accountant duties also include ensuring accuracy and effectiveness in all of our accounting tasks.

Responsibilities

- Produce timely and accurate monthly financial statements and accounting reports and present their results
- Analyze financial information and summarize financial status
- Verify, allocate, post and reconcile accounts payable and receivable and payroll
- Spot errors and suggest ways to improve efficiency and spending
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Assist with tax audits and tax returns
- Direct internal and external audits to ensure compliance
- Plan, assign and review staff's work
- Responsible for month-end and year-end close process, direct contact with external accounting firm
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Ensure compliance with GAAP principles
- Liaise with company managers to improve financial procedures, review and update job progress and improve reporting

Requirements

- Proven experience as an accountant with senior level duties and responsibilities and supervisory capabilities
- Thorough knowledge of basic accounting procedures
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Awareness of business trends
- Familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Hands-on experience with accounting software packages, like QuickBooks
- Advanced MS Excel skills including Vlookups and pivot tables
- Leadership qualities with ability to listen and serve the needs of the management team while providing strong guidance and recommendations for reporting and improvements
- Aptitude for numbers and quantitative skills
- BS degree in Accounting, Finance or relevant
- Relevant certification (e.g. CMA, CGMA or CPA) are preferred, not required
- Construction Industry experience preferred