

Senior Accountant

GROUP: Administration- Accounting & Finance

REPORTS TO: CFO

SERVES: CFO, Controller, Project Managers.

GENERAL FUNCTION:

This position is critical for ensuring the integrity of the data in the GL and Project accounting module to ensure the efficiency of the accounting and finance processes they manage, and overall quality of the work they produce is in compliance with GAAP.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Competency in ERP accounting software, specifically GL, AR, AP, and Project Costing module.
- Set up projects in the accounting system and maintain financial records regarding all project related costs and billings.
- Prepare monthly billings on contracts with PM input.
- Review and report on project performance to management.
- Review project expenses with PM and approve for payment.
- Close out projects upon review and final billings.
- Prepare monthly JE's and account reconciliations as assigned.
- Assist in month end general ledger closing activities.
- Prepare monthly financial reports such as : CIP, Backlog, utilization, overhead analysis, divisional P&Ls, and cost variance reports.
- Assist in AR review, collections activities, and analysis.

QUALIFICATIONS & SKILLS:

- Bachelor's degree with a major in accounting, finance, or business administration.
- MBA preferred, not required.

