

772740 Airport Dr., Suite 300

Columbus, Ohio 43219

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**Job Title**: Staff Accountant

**Status:** Full Time

**Reports to:** Controller

**Job Summary**

National Construction Management and Design/Build firm is seeking a Staff Accountant to join their fast-growing team. The Staff Accountant will be responsible for coordinating general ledger and revenue and expense accounting. The candidate must have a proven track record in accounting, be extremely detail oriented, and able to work in a fast-paced environment. The position will work directly with and report to the Controller.

**Essential Job Responsibilities**

**Include the following. Other assignments, projects, and duties may be required:**

* Perform ongoing journal entries and transactions within the accounting system
* Perform and support month and year-end closing processes
* Coordinate, record, track, analyze, reconcile, and report on general ledger account balances
* Assist with preparing financial reports in accordance with GAAP; perform analysis of data to ensure accuracy
* Maintain relationships with Project Managers to ensure timely and proper accounting and account coding on project transactions
* Develop and document business processes and accounting policies to maintain and strengthen internal controls
* Perform ad-hoc analysis and transactions as necessary

**Job Skills & Qualifications**

* Bachelor’s or Associates degree in accounting or related field
* Minimum of 5 years of related experience
* Basic Knowledge of Microsoft Office
* Excellent verbal and written communication skills
* Ability to multi-task and balance multiple priorities
* Extremely organized and detailed
* Prior work experience with Sage CRE 300 (formerly Timberline)
* Prior work experience with a project-based company, especially Construction Management, Construction, or Architecture & Engineering firm
* Prior work experience with ProCore

**Working Conditions**

* Ability to work full-time (8am – 5pm).
* Time is spent in an office environment
* Must be able to work in high pressure situations facing strict deadlines.
* Must be able to lift up-to 25 pounds.

**Compensation**

* Competitive Pay and Benefits

**Direct Reports**

* No Direct Reports

**Physical Demands**: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, and taste or smell. The employee will need the ability to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to adjust and focus.

**DISCLAIMER**: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

**EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**