



Staff Accountant Job Description

Requirements:

- 2+ years of full-cycle bookkeeping experience in a multi-entity or construction/commercial services environment.
- Strong proficiency in QuickBooks Online — accrual-basis, class tracking, job costing, and intercompany ("due to/from") posting required.
- Experience processing payroll through ADP.
- Solid understanding of GAAP accrual accounting, balance sheet reconciliations, and revenue recognition.
- Construction accounting experience is a plus.
- In-office presence is required (Monday – Friday).

KEY ROLES:

- **Transactional Accounting** Maintain daily bank feeds and deposits, reconcile credit card transactions via Concur, assist with accounts payable and receivable
- **Financial Controller Support** Provide direct support to the Financial Controller. This includes month end activities (account reconciliations, record accruals, prepaids, fixed asset entries, payroll journal entries, and revenue recognition adjustments). Additional areas of support include tracking and remitting sales tax, working with project managers on project Work in Progress (WIP) reporting, tracking and reporting key metrics, and other support as assigned.
- **Reporting & Communication** Provide weekly work summaries to ownership, maintain workpaper documentation, and support regular meetings with leadership to review financial status.
- **Payroll & Human Resources Support** Process contractor and employee payroll through ADP on a weekly and bi-weekly basis. Process W-2 and 1099 contractor payroll through ADP, post payroll journal entries, and manage monthly sales tax adjusting entries. Ensure that all employee benefit documentation is updated and applied properly to the payroll system.
- **Vendor and Customer Support** Maintain and communicate key data for all of the company's vendors and customers. Support vendor 1099 filings.

DIRECT SUPERVISOR:

This role will report directly to the company's Financial Controller.

The above description covers the principal duties and responsibilities of the job. The description shall not, however be construed as a complete listing of all or similar duties which may be required from day to day.