

Financial Track

Individuals in this career path will have experience in general ledger or cost accounting, AP/AR, budgeting, financial statement preparation, sales taxes, income taxes, insurance, and bonding. They will have knowledge of Viewpoint software and excellent MS Office skills. They will assist the project staff and upper management with financial tracking and reporting, as well as resolving collection and payment issues with owners, subcontractors, and suppliers.

Bookkeeper / AP Clerk / Payroll Clerk

- Record company financial transactions (e.g. cash receipts, billings, invoices, timesheets)
- Process payments to employees or vendors
- Reconcile general ledger accounts
- Maintain company records / master data (customers, vendors, employees)

Junior Accountant / AP Administrator / Payroll Administrator

- Record company financial transactions (e.g. cash receipts, billings, invoices, timesheets)
- Process payments to employees or vendors
- Reconcile general ledger accounts
- Maintain company records / master data (customers, vendors, employees)
- Preparing and remitting withholdings to federal, state, and local authorities
- Preparing certified payroll reports
- Assist with the monthly financial close process

Staff Accountant / Cost Accountant

- Reconcile general ledger & job cost accounts
- Assist with the monthly financial close process
- Maintain fixed asset records and depreciation schedules (Staff Acct.)
- Assist the Senior Accountant & Manager of Financial Reporting with the preparation of monthly financial statement packages (Staff Acct.)
- Assist the Senior Accountant & Manager of Financial Reporting with the preparation of quarterly tax estimates and annual tax computations (Staff Acct.)
- Process contractor pay estimates for monthly billings (Cost Acct.)
- Assist the Senior Cost Accountant & Cost Controller with the preparation of monthly project cost reports (Cost Acct.)

Senior Accountant / Senior Cost Accountant

- Assist with the monthly financial close process
- Perform analytical procedures to evaluate project costs and/or financial results & projections
- Design and maintain financial reports for others within the organization
- Assist in the development of other Clerks, Administrators & Accountants
- Assist the Manager of Financial Reporting with the preparation of monthly financial statement packages and quarterly Board packages (Snr. Acct.)
- Prepare and/or review tax estimates and computations (Snr. Acct.)

- Coordinate with auditors (e.g. financial, insurance, and state/federal) (Snr. Acct.)
- Process contractor pay estimates for monthly billings (Snr. Cost Acct.)
- Assist the Cost Controller with the preparation of monthly project cost reports (Snr. Cost Acct.)

Payroll Supervisor

- Responsible for ensuring all employees are accurately paid in a timely manner
- Responsible for maintaining compliance with all federal, state, and local payroll reporting requirements
- Responsible for maintenance of the payroll module in ViewPoint
- Manage the payroll department and the development of Payroll Clerks and Administrators
- Responsible for providing customer service to others within the organization & educating employees about payroll-related matters
- Prepare payroll-related data to support other areas (e.g. budgeting, performance reviews, insurance audits, etc.)
- Participate on the Investment Committee for the 401(K) Plan

Cost Controller

- Responsible for the accurate coding of project costs and processing of vendor payments
- Responsible for project cost accounting, including revenue recognition (% complete) and reconciliation of project billings
- Provide support to project staff in preparing and evaluating financial projections
- Responsible for designing and maintaining cost reports and other tools used by project staff
- Manage the monthly project close process and prepare reports for the finance review meetings
- Responsible for assisting the Manager of Financial Reporting with the financial audit
- Responsible for maintenance of accounts payable and job cost modules in ViewPoint
- Manage the cost accounting / AP department and the development cost accountants & AP staff

Manager of Financial Reporting

- Responsible for the accurate coding of overhead costs (indirect, G&A)
- Manage the monthly financial close process and preparation of monthly financial statements
- Prepare or direct preparation of quarterly financial statements for external use (board, surety, banks)
- Prepare or direct preparation of financial information for prequalification purposes
- Prepare or direct preparation of income tax returns (federal, state, local) & estimated tax payments
- Responsible for maintenance of the chart of accounts & the general ledger and cash management modules in ViewPoint
- Manage the audit process for various service providers (financial, insurance)
- Manage the financial accounting department and the development other accountants
- Prepare financial information and to assist with the annual budget process
- Perform financial analysis to support others in the organization
- Participate on the Investment Committee for the 401(K) Plan