



Staff Accountant

Job Title:	Staff Accountant	Reports to:	Controller
Classification	Non-exempt	Date Created	03/14/2014
		Last Approved:	01/2022
Supervision	None		

This is not a remote position. This position is required to report to the office for regular working hours.

JOB SUMMARY

The position of Staff Accountant assists the CFO, Controller, Project Accountants and the MYCON management team in maintaining general accounting and accounts payable functions. The Staff Accountant function is to maintain financial reports, records, general ledgers, perform general bookkeeping, and process payroll.

RESPONSIBILITIES

Essential Functions

- Maintain and update asset list and depreciation schedule.
- Maintain and update prepaid expenses.
- Import credit card transactions on a monthly basis.
- Reconcile balance sheet accounts with subledgers on a monthly basis.
- Indirect job overhead allocations.
- Collaborate with team members to meet month end/year end schedule.
- Set up new Vendors and ensure all required paperwork is received.
- Year End reporting as assigned i.e. 1099's, W-2's
- Assist with annual CPA audit.
- Responsible for General Accounting process
 - Maintains associated excel spreadsheets for analysis.
 - Assists with general ledger entries.
 - Performs month end close and record reconciling entries.
- Prepares reports as requested utilizing manual methods and/or computer software.
- Research issues as required for resolution.
- Other duties as assigned.

Payroll

- Processes weekly and semi-monthly payroll through Spectrum, along with all associated taxes.
- Review time-entry validation and other payroll reports to verify accuracy of time-entry and resulting pay implications; follow up to ensure accurate and complete payroll entries for each pay cycle.
- Performs other duties and projects as required

KNOWLEDGE, SKILLS, AND ABILITIES



Staff Accountant

- Effective oral and written communication skills
- Strong attention to detail required
- The ability to perform a variety of tasks simultaneously and an accurate and timely manner.
- Considerable skill in problem solving, conflict resolution, and managing confidential information/situations.
- Strong customer service skills needed to build and maintain relationships with clients, subcontractors, and vendors.
- Behavior that supports positive work environment keeping in line with company mission and values.
- Able to perform well under pressure and consistently meets deadlines.
- Able to work and participate in a team environment.
- Able to be accountable for position and the quality of assigned work.

QUALIFICATIONS

Required skills needed but not limited to the following:

- Bachelor's degree in accounting
- Minimum of 5 years equivalent experience
- Working knowledge of and ability to apply General Accepted Accounting Principles (GAAP)
- Ability to apply basic analytical skills
- Intermediate Microsoft Office skills required
- Knowledge of construction financial software such as Spectrum
- Experience in the construction industry a plus

PHYSICAL DEMANDS

- The physical demands described are a representative of those that must be met by an employee to successfully perform the essential function of his 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 frequently required to sit, converse, and listen; use hands to touch, handle, or feel objects, tools, or controls; and to reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must be able to lift and/or carry over 25+ pounds on a periodic basis and be able to push/pull over 25+ pounds on a periodic basis.
- The employee must be able to stand and/or walk at least five hours per day.
- Reliable, predictable attendance at the scheduled site/office
- Ability to work in sometimes stressful environment
- Ability to work collaboratively as part of a team

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the listed functions of this job.

I have read the Job Description and understand the functions and objectives of the position at this Facility. I



Staff Accountant

understand I am responsible for compliance with all policies and procedures.

Employee's Signature: _____ Date: _____