

Position Summary:

We are seeking an experienced Accounting Manager to lead all aspects of financial management, including corporate accounting, regulatory and financial reporting, tax preparation support, insurance management, payroll oversight, and job setup processes. The Accounting Manager will be pivotal in ensuring the accuracy and integrity of financial information, delivering timely financial analyses, and supporting strategic decision-making within the company.

Job Duties:

- **Financial Management:**
 - Oversee all financial operations, including general ledger management, budgeting, cash flow, accounts payable/receivable (AP/AR), collections, and profit sharing.
 - Prepare and present financial reports, ensuring accuracy and timeliness.
 - Manage and reconcile bank accounts and financial statements, ensuring compliance with internal controls and regulatory standards.
- **Insurance and Regulatory Reporting:**
 - Manage insurance renewals, including Workers Compensation, General Liability, Umbrella, and other coverages.
 - Administer annual/biennial reporting requirements, including business licenses, regulatory permits, and certifications
- **Tax Compliance:** Coordinate with external accountants to provide necessary information for tax filings. Stay current with tax laws and ensure compliance at all times.
- **Payroll Administration:** Oversee payroll processes, including managing benefits and 401k, and ensuring compliance with labor laws, wage determination requirements and certified payroll reporting
- **Job and Asset Management:** Coordinate job setup processes, including contract management and billing. Manage company assets, including vehicles and equipment, general ledger tracking, registrations, inspections, and permits.

Qualifications and Skills:

- Strong analytical and problem-solving skills to identify trends, variances, and opportunities for improvement.
- Excellent communication skills, both written and verbal to interact with management, team members, and external stakeholders.
- Proven experience leading and managing accounting teams, fostering collaboration and a productive work environment.
- Meticulous attention to detail to ensure accuracy in financial reporting, regulatory compliance, and payroll processing, as well as all other job duties.
- Strong organizational skills to manage multiple tasks, deadlines, and priorities effectively. Ability to handle competing demands in a fast-paced environment.
- Proficiency in accounting software and Microsoft Excel. Familiarity with construction-specific accounting software and systems is a plus.
- Audit-minded with experience in reconciliations and internal controls.

Minimum Requirements:

- Strong understanding of financial principles and regulations.
- Advanced proficiency in accounting software and Microsoft Excel.
- Excellent organizational and communication skills.

Preferred Requirements:

- Bachelor's degree in Accounting, Finance, or a related field, or at least 5 years of equivalent experience in an Accounting Manager role.
- Finance role in construction industry is a plus.