



## Senior Accountant

**Location:** Live Oak, FL, Hybrid Role

**FLSA Classification:** Full-time Exempt

**Reports to:** CFO/Owner

**Work hours:** Monday through Friday, 8:00 am to 5:00 pm; occasional evening and weekend work may be required as job duties demand.

### **Job Summary:**

Reporting to the fractional CFO and Owner, the Senior Accountant will work to set up and maintain the accounting operations of the company. This role will ensure the integrity of accounting information by recording, verifying, consolidating, and entering transactions. This position will be responsible for controlling the outflow of cash (A/P) for subcontractors, suppliers, and other organizational needs, and will manage the payroll functions of the organization. They will work closely with internal leadership team members as well as Admin and HR teams. They will be responsible for ensuring the accounting department adheres to GAAP and other best practices.

### **Essential Functions:**

#### **Financial Duties/Responsibilities: (90%)**

- Maintains a documented system of accounting policies and procedures; works with CFO to implement a system of internal controls over accounting transactions to minimize risk.
- Manages and oversees all aspects of the general ledger; responsible for accounting coding of unusual transactions
- Works to manage and maintain Accounting system (QuickBooks) and Job costing system (BuilderTrend)
- AP: Pay bills after verifying bills for accuracy. Monthly recurring bills such as; rent, lights, cable, internet, and the like.
- AR Collection: Assists with ensuring that the company receives timely payment for goods and services provided to clients.
- Help develop and maintain the purchase order control process for bill validation purposes.
- Work with the team on job costing practices for each project secured; maintain a system to track, improve and manage this portion of the business.
- Process employee payroll every week for the organization and ensure employees are paid accurately and timely.
- Enter Payroll Journal Entries
- Reconcile credit card statements and manage coding of credit card receipts



- Supports the fractional CFO, and departments to prepare budgets and consolidate them into the overall corporate budget for approval by Leadership Team
- Responds to fractional CFO, leadership team, and managers with accurate and timely work
- Create, implement, and manage appropriate financial controls such as procurement, travel & entertainment, and internal control policies
- Manage month-end and year-end closing; work with CFO to produce financial statements that are accurate and clear
- Contributes to financial oversight including budgeting, forecasting, and monthly cash flow management
- Participating in a wide variety of special projects and compiling a variety of special reports. Extensive report writing skills required.
- Conforming with and abiding by all internal regulations, policies, work procedures, and instructions; Ensures compliance with local, state, and federal government requirements.

#### **Supervisory Responsibilities: (10%)**

- Oversee Office Manager/Admin with accounting responsibilities
- Manages and oversees the operations of the Accounting Department (with assistance from fractional CFO, which include accounts payable, accounts receivable, bank reconciliations, and payroll.
- Responsible for hiring, training, and retaining accounting staff

#### **Competencies/Essential Skills**

- **Computer and Technical Skills:** Embrace and adapt to the technology required to fulfill the responsibilities of this position, including Microsoft Office suite, QuickBooks, and specific internal software
- **Organizational skills:** Ability to manage the needs of the team as well as ability to create, maintain and improve accounting procedures.
- **Written and verbal communication skills:** Ability to work effectively with other team members. Capable of representing the company publicly in a professional manner.
- **Time Management:** Develop, organize, plan and have time management abilities to utilize, solve problems creatively, manage/schedule multiple priorities, and adherence to deadlines.
- **Analytical/Financial:** Ability to build, create and maintain financial systems
- **Change Tolerance:** Willingness to adapt to change based on the growth of the company; Performs well in a fast-paced environment.
- **Detail Oriented:** Proactive and driven to be accurate.

#### **Travel**

No Travel is needed for this role



### **Physical Demands**

- This job primarily operates in a professional office setting and will visit sites as needed.
- Frequent use of standard office equipment, such as computers, phones, copiers, and scanners.
- Must be able to bend and lift and carry up to 25 pounds.

### **Required Education and Experience**

- Business or Accounting degree preferred; or proven experience.
- Eight-plus years of experience in finance within a similar organization.
- Must be thoroughly versed in the operations of a construction company, general contractor, and design-build firm.

### **Affirmative Action/EEO Statement**

We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to all employment actions such as promotions, compensation, benefits, and termination of employment.

### **Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.