



SR. ACCOUNTANT

Reports To: VP of Finance

Position Summary: Sr. Accountant responsibilities include, but are not limited to, general ledger accountability, and financial reporting, as well as financial profitability analysis, assistance to project team and other special projects as assigned.

Qualifications:

- Bachelor's Degree in Accounting or Finance or equivalent years and experience.
- 5+ years of Project Accounting experience; preferable in the construction industry.
- PC proficiency is essential with Microsoft Office. Construction accounting software - Timberline is a plus.
- Advanced analytical and Microsoft Excel skills
- Extensive knowledge with journal entries, financial statement analysis, bank statement reconciliation and construction billing.
- Extensive knowledge of Accounting Principles to ensure timely and accurate reporting.
- CPA designation preferred

Roles:

- General Accounting
- Project Accountant
- Compliance and Liaison for Tax Audits

Skills & Abilities:

- High level of integrity and dependability with a strong sense of urgency and results oriented
- Strong organization skills with the ability to prioritize multiple tasks and be detail oriented.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- Excellent communication and interpersonal interfaces.
- Have a commitment to excellence, professionalism, company goals and expectations.
- Ability to work well under pressure in a fast-paced environment, and with deadline situations. Results oriented and deadline sensitive.

- Able to work with numerous personalities on a day to day basis.
- Heavy commitment to company specific objectives, goals & high standard of professionalism.
- Ability to work independently as well as in a group setting.
- Sensitivity to confidential matters is required.

Key tangible metrics for achievement:

- **General Accounting**
 - Assists VP of Finance in daily administrative tasks
 - Leads complete month-end and year-end close procedures and analysis
 - Prepares financial statements and supporting schedules according to monthly close schedule
 - Analyzes financial statements on a monthly basis and reports on variances
 - Analyzes revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis
 - Prepares monthly account reconciliations
 - Responsible for all bank reconciliations
 - Assists with preparing tax returns and corporate reporting requirements
 - Assists with completion of the quarterly and annual regulatory filings; analyzing and correcting discrepancies
 - Assists in documentation and monitoring of internal controls
 - Maintains current license and file annual corporate reports
 - Files monthly sales and tax returns
 - Supervises 1099 reporting at year-end.
 - Assists in the design and preparation of budgets for review by management
 - Coordinates and resolves various Banking activities like setting up new accounts, adding new signatures, bank reconciling items, banking fees, positive pay exceptions, etc.
 - Back up support for Accounts Payable – process checks when necessary
 - Guides junior accountants and other staff by answering questions and coordinating informational classes
 - Other projects as assigned
- **Project Accountant**
 - Reviews cash flow summary. Talks to PEs and PMs about cash flow for jobs.
 - Completes monthly WIP reports.
 - Project start-up: enter estimates and contracts in Timberline.
 - Enter billing and receivables for all clients and all jobs.
 - Review GL accounts to make sure things have been accurately coded.
- **Compliance and Liaison for Tax Audits**
 - Assists with financial and tax audits
 - Completes external and interim audits by analyzing and scheduling general ledger accounts and providing information for auditors
 - Secures financial information by completing database backups
 - Protects organization's value by keeping information confidential
 - Documents policies, procedures and workflow for assigned areas of responsibility
 - Complies with all federal, state, and local protocols including legal requirements, and interpret new and existing legislation

Intangible:

- Commitment to excellence, company goals and expectations.
- Understand the scope, requirements and challenges of this position, in line with company goals and expectations.
- Clients feel connected and in-the-know and trust DCC's capabilities to complete tasks/jobs, always giving our best effort.

The physical requirements of these positions are: ** Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers while performing tasks; ** Expressing or exchanging ideas by means of the spoke/written word. Some activities convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. ** Exerting up to 15 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time 8 hours or more; walking and standing are required occasionally or when visiting sites. ** The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal.

I have read and understand the functions outlined in this description for Sr. Accountant. I understand these duties can be modified, changed or deleted at any time by management, with or without prior notification. I am able to perform these functions, with or without reasonable accommodation.

Print Name: _____

Date: _____

Signature: _____