

POSITION DESCRIPTION

POSITION TITLE	Accounting / HR Administrator
DEPARTMENT	Business Operations
PAY STATUS	Exempt
REPORTS TO	Controller / Human Resources Director

SUMMARY

The Accounting / HR Administrator is responsible for managing financial data and support activities for accounting and human resource functions.

RESPONSIBILITIES

- Perform weekly payroll processing
- Maintain payroll filing system, including employee files, reports and tax filings
- Track and manage employee paid time off
- New employee processing and orientation, including health insurance and IRA
- Accounts payable function
- Reconcile credit accounts
- Accounts receivable function
- Monthly reporting of union employee benefits and deductions
- Reimbursement of employee expenses
- Update accounting software with assistance from software support
- Manage company vehicle insurance and registrations
- Complete credit applications for supplier accounts
- Provide accounting reports as requested
- Process waivers and lien releases
- Assist with journal entry function
- Assist with bank account reconciliation
- Manage annual insurance audits
- Assist with tracking cost variances
- Assist with preparation of supporting schedules in Excel
- Assist with annual budgeting process
- Additional human resource administration duties as assigned
- Provides support for the Controller/HR Director
- Assist with accounting and HR for satellite office
- Perform other responsibilities as assigned

QUALIFICATIONS

- Proficient in Microsoft Office suite, with advanced Excel skills
- Strong fundamental accounting knowledge
- Construction industry experience a plus
- Effective and professional verbal and written communication skills
- Strong organizational and problem solving skills
- Ability to manage multiple projects simultaneously
- Self-motivated with the ability to work under minimal supervision
- Strong organizational and problem solving skills
- Proficiency in general office equipment and Microsoft Excel and Word
- Ability to adapt to changing demands and priorities
- Ability to identify and resolve potential problems proactively

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in Accounting or equivalent
- 5+ years of experience in accounting role

EDUCATION AND EXPERIENCE PREFERENCES

- Construction industry experience

PHYSICAL REQUIREMENTS OF POSITION

- Must demonstrate ability to pass pre-employment drug screen
- Visual and auditory skills
- Must be able to operate computer, telephone and other commonly used office equipment

ADDITIONAL NOTES OR COMMENTS

- Must be willing to assist team in any area when requested
- Must comply with HGL Construction employee business conduct guidelines
- Travel may be required rarely

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.