

POSITION DESCRIPTION

POSITION TITLE	Staff Accountant
DEPARTMENT	Business Operations
PAY STATUS	Exempt
REPORTS TO	Controller / Human Resources Director

SUMMARY

The Staff Accountant is responsible for compiling and analyzing financial information.

RESPONSIBILITIES

- Reconcile ledger accounts, creating journal entries
- Prepare balance sheet, profit and loss statement and other reports to summarize current and projected company financial position
- Account allocations
- Reconcile bank accounts
- Prepare for annual reviews and work with external CPA firm by answering questions and providing support
- Track cost variances
- Create and track weekly cash report
- Prepare supporting schedules in Excel
- Stay current with accounting issues
- Work with other departments as necessary
- Perform other responsibilities as assigned
- Monitor compliance with company procedures and internal controls
- Assist with annual budget process
- Assist controller with special projects
- Human Resource administration duties as assigned.
- Communicate effectively and professionally with all interested parties.

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.