

Accounting Manager Position Available

for a fast growing industry leader in the construction industry

Location:

-Castro Valley, Ca

Job Type:

-Accounting Manager

Job Requirements:

- Minimum of five years of accounting experience
- Minimum of two years industry experience
- Comprehensive knowledge of M.S. Word, Excel and American Contractor
- Excellent communication skills, written and verbal.
- Excellent organizational skills

Hours Per Week :

- 40 minimum

Benefits:

-This position includes an excellent benefits package: Details to be discussed

Wages:

-To be discussed

Job Description:

Applicant will be responsible for the management of all day to day accounting functions for a commercial subcontractor with operations through out the Bay Area. Applicant should be exceptionally organized, attentive to financial detail and accuracy, able to meet deadlines without supervision, experienced at multi-tasking and a team player. Knowledge of working with various software applications is a must, including American Contractor, Word, Excel and Outlook.

Responsibilities include:

- Assistance to outside accountants in preparation of financial statements and corporate tax returns, including account reconciliations and work in progress analysis. Maintain the interim monthly financial statements, including journal entries related to general ledger accounts and bank reconciliations.
- Maintenance of in-house payroll system and preparation of weekly payroll checks, prevailing wage reports, and monthly union reporting. Quarterly reconciliation of federal and state payroll tax reports and year end payroll reports as required. Administrator for company SIMPLE IRA plan. Provide and coordinate information related to payroll audits (i.e. unions, workers compensation and general liability insurance).
- Review Accounts Payable items in relation to the commercial division of the company, coordinating payments to subcontractors and material vendors. Monitor overall cash flow for the company and provide forecasts of future cash flow requirements.
- Coordination of commercial division Accounts Receivable processes, including communication with project managers and superintendents for preparation of monthly progress billings and monitoring of collections.
- Supervision of Contracts Administrator for adherence to company and outside general contractor procedures and requirements (i.e. contract start up information, insurance requirements, update data on American contractor software to track project budgets and change orders, project close outs).
- Update and train, as needed, company personnel on the use of American Contractor software.

Reply to:

Please email your resume, including cover letter, to:

Frank
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