

Accounting Administrator

Reports to: CFO / Human Resources Manager Non exempt

Expectation for all employees: Supports the organization's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, solid judgement and moral character, with accountability and ownership.

Essential Duties and Responsibilities:

- General Bookkeeping.
- Administer all facets of payroll and payroll reporting.
- Review, code, and process accounts payable requests.
- Process accounts receivable.
- Work with Project Managers to ensure timely/accurate billings to our customers.
- Track receivables for reporting and make collection calls.
- Contract / Subcontract management and processing.
- OCIP enrollment and management.
- Monthly reporting; union ironworkers, workers compensation and sales tax returns.
- Certified payroll reporting.
- Trust management.
- Develop and maintain labor rates and burden calculations.
- Prepare quarterly sales & use and payroll tax returns.
- Reconcile bank accounts.
- Close and finalize quarters.
- Year end tax reconciliation and prepare W2s.
- Insurance and licensing compliance and renewal processing.
- General office administration.
- Other duties as assigned.

Education and Experience:

- Associates degree in accounting or equivalent from a two-year college and three years related experience or five years related experience.

Job knowledge, Skills and Abilities:

- Thorough knowledge of general accounting practices.
- Requires broad conceptual judgment, initiative, and the ability to deal with complex accounting issues.
- Exceptional analytical and problem-solving abilities.
- Attention to detail and accuracy.
- Strong organizational skills and ability to manage workload.
- Effective multi-tasking skills.
- Ability to work and interact with departments throughout the organization.
- Excellent written and verbal communication skills.
- Knowledge of payroll procedures and multi-state reporting.
- Regular, predictable, and punctual attendance.
- Proficient in Intuit QuickBooks Desktop, Microsoft Office, and Excel.
- Willingness to go above and beyond for the benefit of the team and/or company.

Physical demands:

- Must be able to sit for long periods of time.
- Infrequent light physical effort required.