



Position Profile

TITLE: Accounting Manager

REPORTS TO: General Manager

QUALIFICATIONS:

The ideal Accounting Manager is an active self-starter who expresses a sense of urgency for their work who is also punctual, organized with attention to detail. He or she should be a positive, confident, and passionate person. The right candidate is professional and is willing to represent the Compton Construction brand with respect for clients, co-workers and subcontractors.

The Accounting Manager should be thorough and strategic in thinking. They will support company operations by maintaining office systems. This person should be a hands-on team player who isn't afraid to solve problems, ask questions and work well with others. This person is relationship driven and collaborative. They are able to take direction from supervisors, and effectively communicate with team members.

He or she should have a strong understanding of Generally Accepted Accounting Principles. This is a patient individual and an excellent listener and communicator. The ideal candidate expresses creativity in both personal and work environments.

RESPONSIBILITIES:

The responsibilities of the Accounting Manager include, but are not limited to, the following:

1. All functions of accounting up to preparing financials for tax return
2. Cost management, including monitoring of project profitability – Prepare and maintain Work In Progress reports
3. Refine and implement job costing procedures, including project overhead and employee time tracking
4. Must have strong background in Cash Management, Budgeting, and Financial Analysis
5. Manage company cash flow
6. Independently create and maintain detailed financial reports. Coordinate timely updates with leadership team.
7. Prepare analysis and reconciliation of financial activity on a monthly and quarterly basis in addition to annual audit activities
8. Prepare and analyze consolidated reporting on all levels of the company. Provide feedback on areas for improvement.
9. Ensure legal accounting practices are followed. Respond to changes (GAAP, SOX)
10. Accurately prepare monthly construction AIA billings to clients and owners
11. Develop protocols that help establish consistent behaviors in financial operations
12. Ensure timely and accurate processing of all accounts payables and receivables for administrative costs, including coordination and preparation of deposits

13. Assist leadership team in providing accurate data for development of forecasts and budgets
14. Greeting visitors and answering phone calls

SKILLS/KNOWLEDGE:

Required

- Min. 5 years of experience in the accounting industry with 3 or more years in a managerial role.
- 4-year accounting/finance or related degree required
- Strong negotiation skills to resolve cost items with subcontractor, design team and/or owners
- Strong estimating skills for change order pricing and subcontractor price verification
- Proven track record of attention to detail
- Valid driver's license with reliable transportation
- MS Office skills including Word, Excel, Outlook and Accounting software experience
- Excellent verbal and written communication
- Ability to read, interpret, and analyze complex documents
- Experience in the construction industry a plus
- While performing the duties of this job, the employee is occasionally required to sit for long periods of time and walk occasionally. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Preferred

- Ability to apply mathematical concepts such as fractions, percentages, etc.
- Ability to apply reasoning and theory
- Ability to provide management with direction and counseling
- Notary Public of State of Ohio a plus

Desired

- Outside interests – hobbies, community involvement
- CPA, CMA or MBA

WHAT SETS COMPTON CONSTRUCTION APART FROM OTHER COMPANIES

Building is only what we do, not who we are. Serving our clients is the most important goal of Compton Construction. We are recognized in our communities and by local organizations as a dedicated Community Partner. We serve to build. We build to serve.

There is opportunity for growth in all positions. Compton Construction invests in its employees for growth through multiple educational programs and certifications. We offer an excellent benefits package including comprehensive medical/dental, 401(k) with company match and apparel.