

## Construction Accountant

### SEEKING EXPERIENCED ACCOUNTANT WITH GREAT ATTITUDE

#### **THE COMPANY – CASCADe BUILT – SEATTLE, WA**

- \* Mid-size, established and growing strategically
- \* Urban construction and real estate development
- \* Builds and develops in Seattle’s urban neighborhoods cutting edge, high-performance sustainable/green multi-family, mixed-used projects

#### **OUR TEAM & CULTURE**

- \* Committed to environmental sustainability
- \* Values original thinking, continuous improvement and learning
- \* Hard working, get-it-done attitude, team player oriented
- \* Positive, upbeat attitude, fast-paced
- \* Always demonstrates accountability and ownership

#### **DUTIES**

- 1) Perform weekly accounting functions as follows:
  - Reconcile cash accounts and record any missing activity in accounting system (cash receipts, bank charges, etc.)
  - Review G/L coding, sales tax calculations, mathematical accuracy and retainage accuracy of accounts payable invoices and post
  - Review credit card transactions entered into system and post
  - Review accounts payable invoice issues with staff and determine proper resolution
  - Ensure payables for time and materials entered before Friday to be captured for billing
  - Update cash flow reporting spreadsheets
  - Work with President to determine cash needs and payables to process for payment
  - Process payables payments and prepare for mailing
- 2) Perform bi-monthly payroll utilizing accounting system
  - Review hours, PTO, holidays, rates and taxes
  - Process direct deposits and checks for payment
  - Upload direct deposits into bank system
  - Transmit payroll taxes
- 3) Perform monthly and quarterly accounting functions as follows:
  - Reconcile cash accounts for month-end
  - Work with project managers to obtain updated estimated costs to complete for each job in process
  - Ensure accounts payable accruals and revenue accruals recorded
  - Monthly reporting package to management
  - Washington Department of Revenue reporting
  - Quarterly Labor and Industries reporting
  - Quarterly unemployment reporting
  - Complete spreadsheet for quarterly payroll tax reporting and provide to CPA

### **EXPERIENCE/SKILLSET**

- Understanding of GAAP requirements for construction contractors
- Experience with accrual-based accounting
- Experience performing in-house payroll (system-specific not necessary)
- Strong problem-solving skills and ability to determine resolution to common accounts payable and payroll-related issues
- Comfortable with providing support to various departments within the company

### **BENEFITS**

- Medical and Dental coverage
- 401K
- Paid vacations
- Paid holidays
- Competitive wages
- Great working environment that recognizes individuals that go the extra mile for the company