



## STAFF ACCOUNTANT

We are hiring a full-time staff accountant to join our team. This position is a direct hire role. The right candidate will have experience in accounts payable, payroll, credit card reconciliation, project/client insurance documentation, and clerical and administrative services to support the accounting department. We are looking for an energetic candidate who is interested in growing with the accounting department.

### JOB DUTIES AND RESPONSIBILITIES

- Perform daily functions for Accounts Payable including processing vendor invoices accurately ensuring proper coding; vendor setup and maintenance; reconciling AP vendor statements; tracking and monitoring invoice approval process; monitoring AP mailbox to ensure timely processing; and responding to AP inquiries.
- Process weekly (trade) and bi-monthly (management staff) payroll including input of hours, rate changes, withholdings, fringe benefit deductions, etc. as instructed. Prepare payroll reports and audit reports as required.
- Identify opportunities for process improvements and efficiency gains.
- Assist the Accounting Manager with monthly reconciliation of corporate credit card and vehicle/fleet expenses for posting to the general ledger.
- Support month-end and year-end close process.
- Process project insurance requests for new clients, projects, and subcontractors including requesting project insurance and verifying compliance with contract requirements; request and track subcontractors insurance; maintain insurance log.
- Process and maintain new hire paperwork.
- Prepare employee project/client badge applications.
- Manage reception and phones.
- Other duties as assigned.

### QUALIFICATIONS

- Education: Bachelor's degree in accounting or finance.
- Work Experience: 1 to 3 years experience in a similar position.
- Strong mathematical and analytical skills with attention to detail and accuracy.
- Proven ability to handle multiple tasks and projects simultaneously.
- Exceptional time management skills.
- Solid organizational skills and ability to maintain an electronic filing system.
- Effective oral and written communication skills.
- Ability to maintain confidentiality of company information.
- Proficient in using Sage 100 Contractor accounting or similar software.
- Proficient in Microsoft Suite Software (Excel, Word, Teams) with Advanced MS Excel skills.

### COMPENSATION AND BENEFITS

- Compensation: \$50,000 to \$60,000 per year commensurate with qualifications
- Generous PTO including 10 vacation days, 8 federal holidays, and 5 sick/personal days
- Health Plan for employees and family members including health, dental, and vision benefits
- Life Insurance, Short-term and Long-term Disability Insurance
- 401k Profit Sharing Plan

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