Ulliman Schutte is a growing construction company seeking a Senior Construction Accountant, who is a hands on accounting professional, familiar with all areas of the accounting cycle. This new, full time position requires the willingness and ability to work in a fast paced work environment while maintaining a high level of accuracy and attention to detail. The ideal individual must be responsible, dedicated, and able to provide a high level of service when working with our customers, vendors and the whole Ulliman Schutte team. With success, the right individual will have the opportunity for advancement as the accounting department continues to grow!

**Position Description**

**Job Title: Senior Construction Accountant**

**Position Summary**
The Senior Construction Accountant will be assisting with the month and year-end closing by reconciling accounts and preparing financial statement schedules. Other duties and responsibilities include, but are not limited to, general ledger accountability, project accounting, financial reporting, financial profitability analysis and other special projects as assigned. This position reports to the Controller.

**Position Description**
- Participate in month-end and year-end close activities including the preparation and review of journal entries and review of budget-to-actual reports.
- Prepare and review monthly reconciliations ensuring general ledger accounts are reconciled with resolution to outstanding items.
- Responsible for recording fixed assets and monthly depreciation (book & tax).
- Collaborate with job site including Project Managers and Project Engineers on various construction project requests, requirements and accounting.
- Prepare schedules for annual audit; research issues and prepare supporting documentation.
- Assist with state and local tax and licensing filings such as personal property, B&O, sales/use, and professional registrations to meet compliance requirements.
- Support AP, AR, payroll and business development staff.
- Develop competency in all associated departmental software.
- Perform variance analysis to identify potential challenges.
- Ensure proper internal controls are in place and working as designed.
- Make recommendations to increase operational efficiency and accuracy.
- Improve processes related to above duties and responsibilities.
- Complete special projects as assigned by CFO and Controller.

**Qualifications**

**Required Qualifications**
- Bachelor’s Degree in Accounting and/or Business with related experience.
- Minimum 3+ years of full-cycle general ledger accounting experience.
- Proficient in Microsoft Office and advanced Excel skills preferred.
- Demonstrated knowledge of generally accepted accounting principles (GAAP).
- Ability to work in a fast-paced, team-oriented environment.
• Meticulous attention to details and accuracy.

Desired Qualifications
• Knowledge of construction accounting including work-in-progress schedules and job cost.
• Construction accounting software experience.
• Supervisory experience.
• Strong interpersonal and organizational skills.
• Excellent analytical, conceptual thinking and problem solving skills.

Other

Competencies
To perform the job successfully an individual should demonstrate the following competencies.

• **Reasoning Ability**: Ability to define problems, collects data, establishes facts, and draw valid conclusions.
• **Language Skills**: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries from customers, regulatory agencies, or the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.
• **Problem Solving and Innovation**: Works well alone and in groups to identify and resolve problems in a timely manner; Meets challenges with resourcefulness and generates suggestions for improving work; Exhibits sound and accurate judgment.
• **Organizational Support**: Follows all policies and procedures; Supports organization's goals and values; Completes administrative tasks correctly and on time.
• **Communication**: Listens and gets clarification; Responds well to questions; participates in meetings and demonstrates group discussion skills; Writes clearly and informatively; Reads and interprets written information effectively; Presents numerical data effectively.
• **Self-Management**: Assess own strengths and weaknesses; Strives to continuously build knowledge and skills; Demonstrates persistence and overcomes obstacles; Seeks increased responsibilities and volunteers readily; Shares expertise with others; Asks for and offers help when needed.
• **Attendance/Dependability/Flexibility**: Consistently at work and meetings on time; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Keeps commitments and completes tasks on time; Ensures work responsibilities are covered when absent; Deals effectively with frequent delays, unexpected events and changes in/or approaches/methods to best fit the situation.
• **Quality/Cost Management**: Looks for ways to improve and promote safety and quality; Monitors own work to ensure quality, accuracy and thoroughness; conserves organizational resources.
• **Teamwork**: Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Treats fellow employees with respect; Contributes to building a positive team spirit; Shows respect and sensitivity for others; Includes employees in planning, decision making, and process improvement.
EOE/AA – M/F/VET/Disability

Ulliman Schutte Construction LLC is an Equal Opportunity Employer

The Statements herein are intended to describe the general nature and levels of work performed by employees, but are not a complete list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.