

Job Description

Senior Accountant

Duties and Responsibilities:

1. General Accounting & Responsibilities
 - a. Oversee daily accounting related activities
 - b. Understand all accounting aspects and backup the corporate controller as needed
 - c. Assist upper management as needed
 - d. Work with newly created entities to develop and maintain reporting efficiency metrics
2. Accounts Payable / Subcontractor Compliance
 - a. Monitor weekly A/P Processing, Compliance with HCCI Controller requirements
 - b. Understand, monitor and backup all accounts payable roles
 - c. Monitor subcontractor insurance compliance, mechanic lien / stop notice releases
3. Payroll & Compliance
 - a. Understand and backup the payroll functions
 - b. Understand Certified Payroll, AB 566 (& related laws) and our signatory union agreements
4. Cash Management
 - a. Complete bank reconciliations as needed and appropriate for internal controls
5. General Ledger
 - a. Reconcile, review and analyze general ledger accounts.
 - b. Reconcile all 941's to the General Ledger and Workers Comp.
6. Financial Accounting Systems / Software
 - a. Have a complete understanding of how Sage 300 (Timberline) is used to the benefit of all entities

Reports to: Chief Financial Officer

Qualifications:

- Bachelor's degree (B.A.) in Accounting from a four-year college or university or equivalent.
- 3-5 years experience in an accounting position with responsibility for processing monthly closing entries and reconciliations, financial statement preparation and investment accounting.
- Must have a thorough knowledge of generally accepted accounting principles.
- Strong MS Excel and Word skills.

For Employment Consideration

Please forward your resume and cover letter to:

Email

jmejorado@harrisconstruction.com

OR

Mail

Jadee Mejorado, Human Resources
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Fresno, CA 93727-1964

Equal Opportunity Employer

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