

STAFF ACCOUNTANT

We are in search of a detail-oriented and solution-focused Staff Accountant. Reporting to the Accounting Manager, the staff accountant will be responsible for monitoring the progress of construction projects, investigating variances, and ensuring timeliness of invoicing and payments and that project billings are issued to customers. In addition, they are responsible for all development accounting including project cost tracking and reporting, processing of project AP/AR, and payroll. This is a full-time role and an industry competitive salary will be provided for this position, which can be negotiated if you are shortlisted for an interview.

**WE ARE
HIRING**

Staff Accountant Responsibilities:

- Create and maintain project and project-related records, including change orders in the accounting system.
- Process vendor invoices accurately and within assigned timelines.
- Accurately record and maintain subcontractor pay applications, change orders, certificate of insurance, payments, and lien releases.
- Prepare and record Owner Pay Applications (AIA 702/703) by deadline dates.
- Prepare bank statements and assist with month-end closings.
- Respond to accounting requests for more detail from customers, subcontractors, and vendors.
- Work closely with project managers to assist with any accounting needs.
- Close out project accounts upon project completion.
- Compile information for internal and external audit, as required.
- Weekly and monthly processing of accounts payable, accounts receivable and payroll
- Bank account and balance sheet reconciliations
- Monthly financials and related analysis
- Cash flow projections and monitoring
- Process accounts payable pay cycle (daily)
- Assist with new vendor setup and vendor changes
- Review and maintain outstanding checks list
- Perform reconciliations on designated accounts
- Provide backup support for cash receipt processing
- Deliver other projects and activities, as required and requested

Role Requirements:

- Bachelor's degree required, preferably in Accounting or a related field.
- Minimum of 1-2 years of accounting or finance experience.
- 4 years of **prior experience with QuickBooks (QB)**
- Highly organized and able to multitask.
- Strong attention to detail and problem-solving skills.
- Excellent communication skills, both verbal and written.
- Expert / Intermediate Proficiency in MS Excel, MS Office suite
- Ability to work independently, with a team and without supervision.
- Ability to accomplish organization objectives by organizing and monitoring work processes.

Please email your resume to:
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