

Finance | AP | HR Accountant (Phoenix I-10 & 40th St.)

This is an excellent opportunity to get in with a growing, respected company that believes in promotion from within. We offer a great work environment and central location!

No Agencies please.

Job Description

PRECISE is seeking a talented and ambitious Finance | HR | AP Accountant to join our Phoenix team. Our Core Values support our vision, shape our culture, and reflect who we are. Through Positive Energy, Passion and strong work ethic we:

- ☐ Respect, support and encourage our teammates
- ☐ Demonstrate a "can-do" attitude
- ☐ Seek solutions and offer suggestions for improvement
- ☐ Demonstrate pride and enthusiasm for our mission and take ownership for one's actions
- ☐ Make the most of every opportunity
- ☐ Exhibit a commitment and dedication to delivering a quality product on time and on budget EVERY time
- ☐ Embrace challenging opportunities with our teammates
- Demonstrate initiative and one's willingness to take the first step
- ☐ Engage in the culture of PRECISE

For more information on Precise Drywall: www.precisedrywall.com

Please include Salary Requirements in your response. ***

Finance Manager (5+ Years of Experience a plus)**

GENERAL RESPONSIBILITIES

- ☐ Assist in the financial strategic planning of the company by evaluating its performance and potential risks.
- ☐ Perform regular financial analysis.
- ☐ Develop budgets that meet the requirements of company departments.
- ☐ Help establish targets with all accounting and finance employees including project management, accountants, and internal auditors.
- ☐ Assist CEO in supervision of all audit and internal control processes.
- ☐ Assist CEO in supervision of financial assistants and other employees in the facilitation of day-to-day operations, including tracking financial data, invoicing, payroll, etc.
- ☐ Train project management accounting staff where necessary.
- ☐ Help develop and maintain a policy manual for the finance department
- ☐ Seek out methods and practices to minimize financial risk
- ☐ Assist in company-wide budgetary planning
- Prepare detailed reports on the company's financial performance on a monthly and annual basis on strict pre-scheduled timelines determined by company's CPA firm.
- ☐ Maintain compliance with financial laws and guidelines.
- ☐ Recognize patterns in company spending, revenue, and recommend solutions to any problem areas.

- ☐ Assist in coordinating with external financial entities on behalf of the company.
- Assist in estimating where applicable (i.e., burdens, labor rates, etc...)
- ☐ Participate in office staff meetings, as scheduled.
- ☐ Maintain inventory when applicable.
- ☐ Assist in creation, oversight, review, and adhere to the budgets for each business department
- ☐ Answering phones on occasion, routing calls, and taking messages
- ☐ Attend operations meetings, as necessary
- ☐ Attend meetings with customers and suppliers, as necessary.
- ☐ Recent ERP experience (Preferred). We can and will train you on the rest.
- ☐ AP, Payroll, Bluebeam, Microsoft Word, Excel and Outlook experience REQUIRED.
- ☐ OCIP, CCIP, Certified Payroll experience is preferred and would be helpful.
- ☐ This is a busy 5-person administrative office with a business casual dress.
- ☐ Develop understanding of Job Costing concepts and work with all departments to streamline and cost all Direct and Indirect expenses
- ☐ Develop an understanding of Work in Process Schedules concepts and close and produce month end WIP report to present to bank
- ☐ Develop an understanding of Cash Flow concepts and present cash flow reports biweekly to CEO
- ☐ Process payroll in our ERP Payroll Module using the correct Job Numbers, Cost and Activity codes. (We will provide training.)
- ☐ Sort printed checks and hand out.
- ☐ This is a weekly payroll every Friday.
- Maintain all employee HR files, Safety training, Skill certification, Tool/Equipment training files, PTO pay, sick pay, holiday pay, drug screen results, MVR results etc...
- ☐ Monitor the status of employee HR requests/complaints and follow-up until complete/resolved.
- Health, Dental, Vision, Long Term, Short Term Disability and Life insurance enrolling, filing, and balancing, etc...
- 401K retirement enrolling, filing, balancing etc...
- ☐ Complete prequalification questionnaires for General Contractors
- ☐ You must be very detail oriented, dependable, honest, able to multi-task, orderly, and have legible handwriting.
- ☐ Emailing, scanning, filing, etc. as to promote and execute a fully paperless office.
- ☐ You must show up for work every day.
- ☐ Calculate, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the organization
- ☐ Clarify any questionable invoice items, prices or receiving signatures
- ☐ Obtain proper information and/or data regarding invoice payments
- ☐ Assemble invoices to be completed for payment and present to CEO monthly
- ☐ Verify and calculate all extensions and totals on invoices (calculating and taking discounts when applicable),
- ☐ Review invoices and requisitions for satisfactory payment approval
- ☐ Check vendor files for any previous payments and assign voucher numbers
- ☐ Maintain copies of vouchers, invoices or correspondence necessary for files
- ☐ Prepare vouchers listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures

- ☐ Type periodic reports and other records
- ☐ Reconcile all bank statements (monthly in order to close each period)

OTHER DUTIES:

- ☐ Assist in approval and coding of supplier and subcontractor invoices.
- ☐ Assist in budgeting, cost management and cash flow management. Display understanding of project financial management.
- ☐ Attend seminars/educational training programs, as required
- ☐ Perform work in an organized and disciplined manner utilizing Company policies and procedures.
- ☐ Perform any other related or unrelated, unassigned, unspecified duty that may be needed from time to time.

POSITION REQUIREMENTS

- Education: Bachelor's degree in accounting, finance, or relevant field (relevant construction experience may be considered).
- Experience: A minimum of 5 years' experience in financial management.
- ☐ In-depth knowledge of accounting software, corporate principals, and financial analysis.
- ☐ Excellent communication and interpersonal abilities.
- ☐ An analytical mind with good organizational skills.
- ☐ Outstanding leadership skills.
- ☐ High attention to detail, aptitude for learning new things and must be able to work under pressure.
- ☐ **Must apply accounting principles and handle work that is analytical, evaluative, and advisory in nature and that requires an understanding of both accounting theory and practice.**
- ☐ Physical: Includes sitting, standing, reaching, walking use of hands, arms, legs, and feet. Must be able to see and hear (with mechanical assistance if necessary) sufficient to understand and comprehend individual one-on-one conversations.
- ☐ Communication: Must be able to read, write and speak English fluently (Bilingual a plus). Ability to communicate effectively and positively with customers, vendors and employees.
- ☐ Computer: Proficient with MS Office (Word, Excel, Outlook) Experience with Bluebeam, Mosaic Plexxis ERP a plus (or OST and Quick Bid)
- ☐ Job Type: Full-time

NOTES:

- ☐ Wage: Salary negotiated, based on your experience (with opportunity for growth and Performance Payouts) Hours: Monday - Friday 7:00am – 4:00pm
- ☐ Benefits: include contributory Medical (4 plans offered including an HSA), Dental, Vision. 100% ER paid, Life, Short-term Disability, Long-term Disability. Voluntary supplemental programs, and much more!

We pay 90% of your Medical Insurance, contribute to your 401K, offer PTO, Sick Leave, and paid Holidays for all of our executives!

A drug test with a negative result is required prior to hiring. (We will reimburse you after you're hired.)

This is a NON-Smoking office (no smoking breaks outside)

You may email your resume anytime.

Experience:

Construction Industry: 5 years (Required)

Microsoft Office: 3 years (Preferred)

Education: Bachelor's (Preferred)

Job Details:

- ☐ Employment - Full-time
- ☐ Industry – Construction

Send resume to: Jeremy Barbosa - jeremy@precisedrywall.com