

# accounting

Newkirk Novak is excited to add an organized, motivated, and efficient professional to our accounting team. As a valued member of the company, the successful candidate will have the opportunity to work with a team to manage project financials and help shape the company's future through their unique accounting skillset. Attention to detail, a positive attitude, and experience in cost accounting are a must!

## **JOB DESCRIPTION**

In collaboration with the accounting team, this position is responsible for credit card management, construction management agency (CMA) job reconciliation, maintaining accounting systems, and providing direct support to project teams with needs associated with month-end closing procedures and other miscellaneous tasks as needed.

## **PRIMARY RESPONSIBILITIES**

- » Provide support to project teams by researching accounting discrepancies.
- » Review/post change orders between systems.
- » Perform CMA responsibilities that include but are not limited to check reconciliation and manually recording cost and revenue.
- » Reconciling all CMA job costs at month-end.
- » Manage credit card system for all company employees.
- » Administers accounts payable and remote payroll software to assist with invoice discrepancies and timecards.
- » Complete credit applications for new vendors on an as needed basis.
- » Process/maintain both business and contractor licenses throughout the year for the cities the company has or will conduct business in.
- » Manage utility accounts online, both for job sites and overhead.
- » Execute accounting strategies and plans to align with company goals.
- » Approaches work proactively, takes initiative, and consistency ensures ongoing improvement.
- » Other duties as assigned.

## **QUALIFICATIONS**

- » Construction cost accounting or related experience is a plus.
- » Expertise with a variety of software programs, such as Sage 300 Construction, Procore, and HH2 Cloud Services is preferred.
- » Approaches work proactively, takes initiative, and consistently ensures ongoing improvement.
- » Excellent written and verbal communication skills.
- » Organizational and time-management skills.
- » Consistently shows ability to multitask and manage competing deadlines.
- » Desire to work in a deadline-oriented environment.
- » Talent in presenting information concisely and accurately, with attention to detail.

Newkirk Novak Construction Partners offers a competitive compensation and benefit package including Health, Dental, Vision, Disability Insurance, Paid Vacation, Holidays, 401(k) Plan with company match, and a performance-based bonus program.

