



Job Position: Accountant

Remote: No

Reports to: Chief Accounting Officer

Responsibilities:

Responsible for performing duties that include job cost analysis, cost and revenue accruals, overhead analysis and balance sheet reconciliations. Helps in preparing the financial statements and forecast reports for distribution. Also helps with pulling data for audits.

Requirements:

- Bachelor's degree in accounting required.
- 5+ years' experience, preferably in the engineering and construction industry.
- Should have a good understanding of other accounting positions such as AP, AR, Payroll and Billings.
- Must be proficient in Excel.
- Needs to be able to work well with others at different levels throughout the organization, handle confidential information appropriately, be able to meet required timelines and be a quick learner.
- Position reports to the Chief Accounting Officer.

FOR THOSE INTERESTED, PLEASE EMAIL YOUR RESUME TO HR.RDS@RICHARDEPC.COM.