



Title	Staff Accountant
Status	Full-time
Reports to	Chief Financial Officer
Location	Warrenton, VA
Schedule	9a–6p Monday – Friday (Potential Overtime)

Description

The Staff Accountant will report to the CFO and be responsible for daily bookkeeping. From sales/revenue recognition, Accounts Payable, prepare monthly AR reports, bank reconciliation, and asset management, etc. It is preferred for the applicant to have accounting experience in job costing and profitability metrics, and QuickBooks contractor bookkeeping in full cycle practice.

Specific Responsibilities

- Prepare and work with PE/PM for AIA Billing/SOV per job requirement
- Prepare monthly AR Aging summary and report to CFO
- Prepare quarterly reconciliation of the Company's Business Credit Cards, Operation Checking, and Payroll Checking Accounts
- Review and verify quarterly physical inventory, track waste materials, and record appropriate taxable and nontaxable inventory items utilizing with QB
- Record and track asset and equipment as well as completing annual depreciation report
- Assist on any Worker's Compensation Claims
- Complete paperwork related to processing online payments as necessary including working with Collections Agents when necessary
- Other tasks assigned by CFO as assigned

Qualifications

- Bachelor's in Accounting is required
- Required minimum one year industry QuickBooks experience for US Company
- Excellent communicator
- Strong time management, prioritization, planning and attention to detail
- Adept at Financial Analysis
- Able to work any potential overtime
- Valid driver's license and reliable vehicle required
- Valid proof of employment eligibility in the U.S. required

Preferred Qualifications

- Master in Accounting or desired CPA
- Preferred experience in Job Costing and Profitability Metrics
- Self-encouragement for career growth
- Eagerness to grow into Accounting Manager
- Active US Public Notary

Skills

- Excellent verbal and written communication skills to work professionally and courteously with clients, co-workers, and supervisors
- Working knowledge of Microsoft Office products such as Outlook, Word, and Excel
- Ability to work in a fast-paced environment with minimal supervision

Compensation

- Paid holidays, personal and sick leaves
- Health, Dental, Vision insurance
- Annual bonus per performance and company's profit goal
- Mileage reimbursement per accounting policy