



15 Third Street  
Santa Rosa, CA 95401  
Tel: 707 542 6451  
Fax: 707 542 5212

## **STAFF ACCOUNTANT**

**Department: Administration**

**Classification: Exempt**

**Reports To: CFO**

**Days: Monday – Friday  
8 a.m. to 5 p.m.**

### **POSITION SUMMARY:**

Manages and directs all daily accounting and financial activities; ensuring proper accounting and recording of company transactions are performed in an accurate and timely manner; and producing financial and other key quantitative data reports for senior management for a civil engineering firm. The Staff Accountant reports to the CFO. The Staff Accountant will be an experienced accounting professional.

### **ESSENTIAL FUNCTIONS:**

1. Responsible for AR, AP, GL, Payroll, Asset Capitalization and Revenue Recognition accounting activities up through monthly closing and Financial Statement preparation.
2. Manage the Time & Billing project cost accounting environment.
3. Manage the Deltek Vision database project management application.
4. Cash Flow tracking and reporting.
5. Budgeting, cost control, CPA and banking relationship management experience.
6. Manages and advises CFO on treasury, budgeting, audit, tax, accounting, and insurance activities for the firm.
7. Prepare and review all Prevailing Wage reporting and interface with the Collective Bargaining unit to interpret and integrate their policy & procedure.
8. Prepare schedules and census data to support the 401K Form 5500 preparation by the Third-Party Administrator.
9. Prepare supporting schedules and collect financial data to support Form 1120 tax preparation by BPM accounting firm.
10. Responsible for the establishment and compliance to policies, procedures, protocols, and computer application systems necessary to maintain proper records and to afford adequate accounting controls.
11. Acts as custodian of funds: cash management and assets of the company.
12. Analyzes, consolidates, and directs all project cost accounting procedures together with other statistical and routine reports.
13. Ensure accurate and timely payment of wages and reporting of withholdings.
14. Manage accounts receivable, accounts payable, budget and reporting, and banking functions, including bank reconciliations.
15. Manage general ledger, including monthly, quarterly and year-end entries, and prepare monthly reconciliation of balance sheet accounts.
16. Review project contracts to ensure conditions comply with company policy.
17. Work with Project Management to prepare client invoices.
18. Monitor firm's cash position daily.

19. Other related duties as assigned.

**SKILLS, KNOWLEDGE & ABILITIES:**

1. Experience with Deltek Vision accounting software is preferred or exposure to other integrated accounting database applications.
2. Computer literacy and proficiency in Excel, Word, and Outlook.
3. Knowledge of and ability to apply Generally Accepted Accounting Principles.
4. Knowledge of accrual vs cash accounting methodology.
5. Thorough knowledge of hours and wage determinations and preparation of weekly payroll, and prevailing wage, and Union regulations.
6. Excellent mathematical, verbal and written communication skills.
7. Knowledge of local city rules and regulations.
8. Strong proofing skills and attention to detail.
9. Strong interpersonal skills.
10. Ability to maintain a high level of confidentiality.
11. Ability to maintain a positive attitude during stressful situations.
12. Reasoning ability.
13. Commitment to excellence and high standards.

**PHYSICAL DEMANDS:** The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. Perform some repetitive motion activities.
3. Sit for long periods of time.
4. Ability to lift 25 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**DESIRED EDUCATION AND EXPERIENCE:**

1. Degree in Accounting or Business Administration, required.
2. 3 - 5 years of increasingly responsible financial management experience
3. Experience in project accounting with a service business.
4. Possession of a valid Class C California Driver's License.

This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change or be eliminated. Employees are always expected to follow their supervisors' instructions and to perform the tasks requested by their supervisors.

**APPROVAL:**

I have read and understand the job description.

\_\_\_\_\_  
Employee Signature

Dated: \_\_\_\_\_, 20\_\_