

STAFF ACCOUNTANT



Updated: August 2018

Division:	Azteca Enterprises, Inc.
Project Location(s):	DALLAS, TX
Minimum Years Exp:	5+
Travel Involved:	None/Not Specified
Job Type:	Full Time
Job Classification:	Clerical
Education:	Degreed Position
Job Family:	Finance and Administration

Position/ Job Description:

The Staff Accountant's primary function for **AZTECA-OMEGA GROUP** is one of the most important functions in the operations of the company.

Through the efforts of the Staff Accountant, all accounting procedures and functions are managed. The Staff Accountant has responsibility for assisting with financial records, payroll, banking, and daily operation of the accounting department.

The purpose of this standard job description is to define the duties, authorities, and responsibilities of the Staff Accountant.

The Staff Accountant is directly responsible to the Controller and Chief Financial Officer for the proper discharge of his/her duties.

Essential Duties and Responsibilities

The Staff Accountant's principal duties for **AZTECA-OMEGA GROUP** are to perform all required accounting functions of the company in a timely and accurate manner. To provide reports and schedules to the company's controller in the preparation of all financial statements. In order to perform these principal duties, the following must be properly fulfilled:

- A. Responsible for assisting with the accounting operations of the company
- B. Communicate routinely with Project Managers on a variety of job-related topics including bonding, insurance, and contract agreements.
- C. Participate in the formation and implementation of company financial plans
- D. Preparation of all monthly financial reports and/or financial statements
- E. Work with outside accounting/financial firms on monthly close-out procedures
- F. Provide reporting and budgeting as required by Senior Management.
- G. Manage divisions and project cash flow
- H. Supervise accounts payable and accounts receivable staff and functions.
- I. Work with project management staff ensuring proper compliance with accounting procedures including reviewing and analyzing job cost estimates and reports monthly.
- J. Reconcile monthly bank statements
- K. Record necessary journal entries and prepare financial statements and supporting schedules
- L. Prepare job-costing reports
- M. Reconcile quarterly tax reports to the general ledger Accounts Payable
- N. Prepare multiple payroll-related accounting reports and spreadsheet
- O. Develop written accounting procedures for the operations staff and work with team to ensure proper implementation and compliance.

- P. Assist with creating new accounting/operations procedures to prepare and manage rapidly growing entity and the evolving business structure.
- Q. Prepare special reports by collecting, analyzing, and summarizing information and trends
- R. Other duties and special projects as assigned.

The Staff Accountant's function is essential to the successful operation of projects. He/she must have the following qualifications:

- A. A thorough knowledge and background in the construction industry.
- B. Bachelor's Degree in accounting and/or finance required
- C. 3 to 5+ years of progressive accounting experience
- D. Experience in job cost accounting and financial reporting
- E. 2 to 4 years on Construction Management or General Contracting or Subcontractor industry experience

Conclusion

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. The President, Sr. Vice President, Vice President, HR Director, or CFO to suit the needs of the company will from time to time alter those duties.

This standard procedure for the job description of the Staff Accountant will become part of the company policy, upon the approval of Upper Management and remain in effect until superseded or canceled by the same authority.