

Plote Construction

Position Title: Sr. Staff Accountant

Department: Accounting

Reports to: Controller

Exempt **Non-Exempt**

I. Primary Function: (Describe the purpose of this position to the Department/Function. State in terms of objectives and primary goals. What is the reason this position exists?)

The Sr. Staff Accountant is responsible for, but not limited to, preparation of monthly work papers and account reconciliations in a multi company environment; as well as the maintenance of fixed asset reporting.

II. Major Duties and Responsibilities: (Describe the 5 essential activities performed in carrying out the objectives of the position, including: significant tasks, responsibilities, projects and decisions.)

- Maintenance of Equipment in DSW and VP Equipment master, along with all related schedules for multiple companies, including depreciation, acquisitions, dispositions, rentals, insurance schedules, loan collateral schedules and ad hoc reporting as required by management.
- Prepare entity level and consolidating financial statements for management review.
- All Monthly journal entries including set up, maintenance and posting of recurring entries. Prepare Monthly accruals, inventory adjustment calculations and GL Support schedules
- All Monthly, Quarterly and Annual Sales, Use, IFTA and Heavy Vehicle Tax returns
- Work with Treasury to verify loan balances in the GL and provide Treasury with invoice and equipment detail information as needed.

III. Additional Responsibilities: (List additional non-essential duties which are nevertheless typically performed by the job incumbent. This is a list of some, but not all responsibilities.)

- Intercompany Invoicing & PPM Intercompany reconciliation
- Back up & assist on Bank reconciliation.
- Calculate, invoice and track monthly equipment fuel purchases and usage
- AP invoice approval for Equipment rentals, Fuel invoices and Hauling invoices.
- Annual Survey & Census filings.

IV. Required Skill/Knowledge: (What specific types of skills/knowledge are required to perform the job? What kind/amount of experience is required?)

5 years' General Ledger experience in multi company high volume environment.
Proficient with Microsoft office products, ie excel, word outlook.

V. Preferred Skills/ Knowledge: (Ideal skill set)

Experience with Fixed assets and GL accounting in a Construction environment.
Working knowledge of Viewpoint software.

Two years of public accounting experience.

VI. Education Level / Required Certification:

BS Degree in Accounting or 5 years Staff Accounting experience

VII. Problem Solving: (What are the day to day challenges or problems encountered in completing the objectives of the position? Describe the variety and complexity of the problems and the nature of any creativity which may be applied on a regular basis?)

Ability to research items and understand the balances in GL Accounts.

VIII. Internal/External Contacts: (Describe the nature, reason, frequency of contacts with others made in the performance of the job.)

Internal: All departments and Plote Companies

External: Outside vendors and Customers.

IX. Supervisory Responsibility/ Authority to: (Total number of exempt and non-exempt reports. Authority to make what types of decisions.)

N/A

X. Promotional Opportunities: (Possible Career Path)

Senior Accountant, Job Cost Accountant.

XI. Job Share Yes No

XII. Additional information:

While performing the duties of this job, the employee is regularly required to talk or hear working within standard office environment; regular exposure to video terminal displays; prolonged periods of sitting at desk. Proof of valid Driver's License and insurance required. Ability to lift up to 30lbs. May be required to handle large quantities of cash and/or checks. Working in a busy, small office environment that may require additional duties.

Approvals:

Team Member _____ **Date** _____

Department Manager _____ **Date** _____

Human Resources _____ **Date** _____