

BCI Accounting Manager - Job Description

Updated 10/23/09

Position Summary: The Accounting Manager reports directly to the company CEO and is responsible for the accounting functions of the Company. This includes financial planning, corporate reporting, and project accounting functions.

Major Responsibilities:

- Participates in annual corporate planning and budgeting. Recommends corporate financial reporting.
- Establishes and implements accounting procedures and internal controls for financial aspects of the Company, including monthly financial reports.
- Educates personnel regarding report documentation and systems procedures.
- Works with all divisions of the Company to ensure effective information flow to and from the Accounting Department.
- Responsible for administering all field accounting procedures and for maintaining conformance to standard accounting procedures for the Company including job start-up procedures, job closeout procedures, job audits (internal and external), client billings and accounts receivable, accounts payable, payroll and subcontractor payments.
- As directed, collaborate with management to ensure that the Company goals are being met and that results are being accurately reported.
- Manages corporate financial functions, including treasury, internal audit, accounting, and other financial activities in providing timely and accurate information on operating results and planned results of future activities. Ensures that the appropriate levels of internal control and reporting, analysis and external reporting and/or compliance are adhered to.
- Support with issues such as insurance, contracts, benefits programs, capital expenditures, cost benefit analysis, etc.
- Immediately informs CEO of any significant issues related to project profit results and forecasts.
- Conducts reviews of financial and operational activities to determine the adequacy of existing procedures and controls, and compliance with those procedures.
- Recommends new procedures and improvements as needed.
- Other responsibilities as assigned.

Position Background Requirements: Bachelor Degree in Accounting. Experience with Timberline software preferred. Graduate Degree and/or Certified Public Accountant (CPA) accreditation is a plus. Five (5) years or more in a broad range of corporate accounting and systems assignments, including supervisory responsibilities. Demonstrated ability to interface with project management within the construction industry. Ability to communicate effectively with clients, vendors, and project management team.