

## **Staff Accountant**

**BCJ Building Services, LLC** is hiring a full-time Staff Accountant due to continued growth of the business. This role has responsibility for maintaining the general ledger reconciliations, fixed asset detail, and revenue cycle accounting. In conjunction with the Controller this role shares responsibility for maintaining an accounting system that properly reflects the financial position of the Company, follows Department policies and procedures and implements improvements, implements goals and objectives, and serves as a resource in all aspects of accounting. This role also supports the accurate internal and external recording and reporting of financial transactions, and ensures that accounting activities are in accordance with established legal, regulatory, and Company procedures.

### **Roles and Responsibilities:**

- Assumes primary responsibility for the timely completion of general ledger reconciliations, maintenance of fixed asset records, and analysis of cost accounts and related P&L activity.
- Assists with effective preparation, maintenance, and reporting of internal and external financial records and analyses.
- Assists with preparing daily, monthly, annual, and other periodic financial statements and reports.
- Completes reports and analyses of departmental and area operations as requested by management.
- Assists in advising department managers regarding accounting entries, reports, and comparative analyses.
- Completes special accounting projects as assigned.

### **Minimum Requirements:**

- Bachelor's degree in Accounting
- 2 years of direct General Ledger and GAAP accounting financial reporting experience.
- Knowledge of GAAP financial and accounting practices and procedures.
- Strong knowledge of MS Office.
- Able to organize, coordinate, and work independently.
- Strong oral and written communication abilities.
- Solid analytical and technical skills.
- Experience with QuickBooks Enterprise software or other enterprise accounting software.

### **Preferred Requirements:**

- Experience with WinTeam software.
- Experience with project accounting and reporting.

**BCJ is an equal opportunity employer committed to building a diverse global culture that values teamwork, integrity, innovation, leadership, and an unwavering commitment to our customers and team.**