

**Title:** Accounting Manager

**Reports to:** Director of Operations

**Summary of Position**

Loeffler Construction and Consulting (Loeffler) provides Construction Management, Cost Consulting and Owners' Representation services to a wide variety of clients throughout Minnesota and the region. The company was founded on the idea of "Integrity Built." Integrity Built means always doing the right thing for our clients, our staff, and our community. This extends to our everyday culture and our core values. At Loeffler, we strive to always be ethical, hungry, humble and smart. We offer a firm where your career goals can be achieved because we promise respect, rewards, and a foundation to build your career on.

Loeffler has an opening for a highly skilled Accounting Manager with a minimum of five years of experience to join their fast-paced organization in Lakeville, MN.

The Accounting Manager will be responsible to the Director of Operations for managing all core accounting functions including the preparation of month end financial close and payroll processes. We are seeking candidates who are comfortable driving the Accounting function of our company.

**Responsibilities and Results:**

- Oversee the general ledger accounting function of the company to accurately reflect income and expenses to ensure accurate financial reporting.
- Manage the accuracy and productivity of day-to-day activities of Accounts Payable, Accounts Receivable, customer credits and collections, payroll processing and commercial banking relationships, etc.
- GL account reconciliations and analysis, complete month-end close, depreciation schedules, and journal entries.
- Support the organizations budget and forecasting activities.
- Assisting Project Managers with the management of their projects as it relates to job cost accounting.
- Process timecards into payroll and benefits (coordinating with ADP).
- Learning, operating and improving SAGE 100 accounting software practices.
- Research, compile and analyze data related to special projects and benefit offerings.
- Preparation, analysis, and presentation of financial data, including financial statements, for a multi-state, multi-entity corporation.
- Subcontractor Management including, contract execution, collecting W9's, insurance certificates, lien waivers, joint check agreements, etc.
- Familiarity with the coordination of tax reporting, regulatory compliance, cash and debt management, as well as the annual audit preparation for a CPA firm.

**Education, Experience & Qualifications:**

- Bachelor's degree from a college or university in Accounting or related field.
- Minimum of five years of progressive experience in an Accounting position.
- Construction-related business with knowledge of percentage of completion accounting and construction contracts is preferred.
- High degree of accuracy in a fast-paced environment.
- Knowledge of Equal Employment Opportunity and Affirmative Action.

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- Strong communication, problem solving, initiative, and teamwork skills.
- SAGE 100 software experience is preferred.
- Procore software experience is a plus.
- CPA Professional Accreditation preferred.
- Thorough understanding of Generally Accepted Accounting Principles (GAAP).

### **Physical Demands**

- Required to sit for long periods of time.
- Extensive use of computer, keyboard, and mouse.

Loeffler Construction & Consulting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, national origin, religion, age, marital status, sexual orientation, disability, veteran status, or any other protected class as consistent with applicable law.