

AAA Waterproofing Front Range is a leader in the Colorado Waterproofing Industry. AAA has been in business since 1979 and is a family-owned and Women's-owned certified business that has maintained an average A+ rating via the Better Business Bureau. AAA performs a variety of Division 7/ Waterproofing scopes of work on Commercial and Residential projects throughout the Front Range. AAA offers medical, dental, and vision, as well as paid vacation and sick days. AAA embraces a team dynamic – both in the office and in the field, providing training and resources needed to allow all staff members to succeed and grow with the company.



**Job Title:** Staff Accountant

**Job Description:** The **Staff Accountant** is responsible for all accounting operations related to Foundation software. Key tasks include operations of financial and accounting functions such as month-end close, accounts payable, accounts receivable, invoicing, sales tax, budget reporting, and accurately and attentively monitoring company cash flow. They will also process business licenses, certifications, and pre-qualifications for general contractors. In addition, they will communicate with the company President

**Reporting:** President

**Requirements**

**Experience:**

- Minimum five years of financial and/or accounting experience
- Combination or equivalent of training, education of experience in construction accounting or related fields

**Skills:**

- Attention to detail and accuracy
- Ability to multi-task and meet deadlines
- Knowledge of computer software programs including MS Excel, MS Word, Outlook and integrated billing software
- Able to interpret all business, governmental & company documents (written, diagram, mathematical form...) relating to the administrative and accounting process
- Problem analysis and problem-solving skills
- Knowledge of overall company processes and employee roles/responsibilities

**Responsibilities:**

- Complete month-end process including reconciliations and prepare financial reports for management and complete checklist provided by CPA
- Complete quarterly payroll taxes and W2 preparations
- File estimated taxes
- Complete sales and use tax filings
- Prepare and review all certified payroll documents
- Prepare and review all OCIP/CCIP documents
- Conduct regular review of Accounts Receivable Aging report
- Conduct weekly review of Accounts Payable to ensure accuracy
- Conduct regular review of entries in Foundations Software for accuracy
- Record and track ALL employee deductions including but not limited to federal and state taxes, insurance, garnishment, child support, miscellaneous deductions approved by the employee
- Complete and process pre-qualification forms for general contractors for the purpose of the company's bidding process
- Update and maintain all documentation pertaining to business licenses, annual or recurring contracts and/or leases
- Prepare and notarize liens and intent to liens
- Prepare and enter weekly AP invoice run
- Receive, enter, and maintain inventory
- Perform tasks required by CPA and President at year-end as related to all accounting functions
- Maintain all financials related to company vehicles/fleet
- Flag, research, and problem solve any unusual or questionable invoice items or financial report items
- Reconcile monthly inventory
- Reconcile petty cash monthly
- Coordinates and manages all internal and external communication including incoming & outgoing mail, faxes & packages.

**Objectives:****Professionalism**

*Performs duties as assigned with professional attitude, displays kindness and courtesy & respectful to co-workers, management and customers*

- Displays a positive attitude
- Carries out supervisor's directions in a courteous manner
- Dependable – minimal absences and tardiness
- Dresses appropriately for job
- Can be trusted with confidential information

**Communication**

*Displays strong written and oral communication for the purpose of the company to operate in a safe, efficient and profitable manner.*

- Provides clear & concise reports requested by management
- Responds timely to all internal and external inquiries
- Communicates effectively with internal personnel and external customers

**Initiative**

*Displays a desire to be a role model, strives to enhance job responsibilities and helpful to co-workers and customers. Persistent to carry-out tasks and can over-come obstacles with little assistance.*

- Utilizes time management skills to enhance productivity
- Able to perform job with little or no supervision
- Takes initiative to use available resources- procedures, accessible information, people; to resolve issues
- Maintains procedures or develops new procedures when new processes are learned

### **Productivity**

*Produces assigned duties with attention to the company's mission statement as noted in the Employee Handbook, Welcome letter from the President.*

- Consistently provides necessary information to the President as it relates to all aspects of finances of the company
- Timely & accurately prepares periodic accounting reports
- Continually strives to improve job performance and attention to detail

### **Quality of Work**

*Performs duties as assigned in an accurate and timely manner to maintain consistency with company practices and policies.*

- Maintains current and accurate data pertaining to vendor bills and payments
- Performs periodic review of internal accounting systems to ensure accuracy
- Ensures accuracy for all documentation pertaining to business licenses, annual or recurring contracts and/or leases
- Maintains current and accurate data pertaining to vendor pricing, material PO's and transfers

### **Effective Decisions**

*Ability to make effective decisions either independently or in collaboration with co-workers and/or management for the purpose of the company's safe & profitable operation*

- Effectively schedule workload priority based on profitability
- Escalate concerns and/or issues before they become major problems
- Deescalate internal issues and/or drama before they become major problems
- Ensure complete and thorough understanding of CPA related entries and postings

Please send cover letter and resumes to [janelle@aaawpg.com](mailto:janelle@aaawpg.com)

**Aaawaterproofingfrontrange.com**