

Accounting Manager

SHAKOPEE, MN

Position description

In general, the Accounting Manager partners on a regular basis with the CFO on the financial reconciliation processes, cash receipts, cash disbursements, general ledger, and state tax filings. The Accounting Manager is also responsible for financial statements and cost analysis for related entities.

Responsibilities

Key Tasks and Responsibilities

- Insurance and bonding – Complete the monthly builders risk reporting (new/completed jobs) and also obtains bonds (Bidding, Payment, Performance) and COI's as needed
- Daily, monthly, and yearly financial processes – cash receipts/reconciliation, cash disbursements/reconciliation, GL accounting/reconciliation, financial reporting, and preparation of financial statements
- Serve as central point of contact for AIA contract documents and the AIA A305
- Manage state licensing vendor and process – renewals of existing and set up in new states
- Complete monthly/quarterly/annual sales tax calculations, filings, and reporting
- Serve as central point of contact for the management and updating of 3rd Party sites such as ISNetworld and Avetta
- Point of contact for accounting services for related entities
- Manage the shop budget for maintenance and field hours worked
- Complete monthly accounts payable for Greystone and related entity direct costs, such as rent payments and utilities
- Serves as back up to Payroll Specialist in processing weekly payroll as needed by the business
- Perform additional tasks and responsibilities as needed by the business

Qualifications

- Four (4) year degree in business administration or finance/accounting is preferred; relevant work experience may be substituted
- Four (4) years of experience in an Accounting Manager or similar position
- Two (2) years of experience in the construction or contracting industry preferred
- Proficient in Microsoft Office 365, including Excel, Word, and Outlook
- Experience in Sage 300 CRE, Procore and TimberScan is preferred but not required
- Strong ability to accurately report/analyze financial data and communicate findings to leaders
- Results-orientated with proven ability to organize, plan and prioritize work to meet deadlines
- Excellent verbal, written, and presentation skills; communicates effectively with management, employees, customers, and vendors
- High level of motivation, integrity, and commitment to team and customers
- Strong work ethic with an unwavering commitment to quality and professional work

**About
Greystone**

At Greystone, we don't offer jobs. We offer careers. We offer ample opportunity for career advancement, rewarding work, and a family atmosphere. We offer an excellent benefits package to eligible full-time employees, including: competitive wages, 401(k) retirement plans, profit sharing, health insurance with options for Health Savings Account (HSA) and Flexible Spending Account (FSA), dental insurance, short and long term disability insurance, continuous training with a focus on safety, and more.

Greystone is a general contractor based in Shakopee, Minnesota with offices in Bismarck, North Dakota and Spirit Lake, Iowa. We provide design-build and general construction services to the commercial, industrial and agribusiness industries. We have been in business for 35 years and worked in 31 states.

We highly value the safety of all team members on our construction sites. We demonstrate integrity and value quality, collaboration, and client satisfaction. We also aren't afraid to have a little fun. Learn more at www.GreystoneConstruction.com.

How to apply

Fill out the form at <https://app.smartsheet.com/b/form/35dfdc0d200e44559b5e8e0fd7517e46>