

## YOUR POSITION

TSG is looking for YOU, an experienced **Staff Accountant** who is ready to assist our company each day! As a Staff Accountant, you will be responsible for financial transactions, reporting, and analysis. You will play a crucial role in ensuring accurate financial records, compliance with accounting standards, and providing valuable financial insights to support decision-making processes. This position typically reports to the President/CEO.

## THE DAY TO DAY FUN!!

1. **General Accounting:** Handle day-to-day accounting activities, such as journal entries, set up job estimates in QBs for projects, reconciliations, and maintaining the general ledger, to ensure accurate and up-to-date financial records.
2. **Accounts Receivable and Accounts Payable:** Create AIA billings. Process service and job billings, job costing, receive payments, make bank deposits, open mail, collections.
3. **Assist with Budgeting and Forecasting:** Collaborate with the finance team to develop annual budgets and participate in the forecasting process to monitor financial performance and make recommendations for improvements.
4. **Financial Reporting:** Prepare and analyze financial statements, including income statements and balance sheets, to provide timely and accurate financial information to management.
5. **Cost Analysis:** Conduct cost analysis and variance reporting for projects to assess profitability and identify areas for cost optimization. Prepares Cost >Billing /Billing >Cost reporting for WIP entries.
6. **Compliance and Audit:** Ensure adherence to accounting principles, company policies, and relevant regulations. Assist with internal and external audits as necessary.
7. **Process Improvement:** Identify opportunities to streamline accounting processes, enhance efficiency, and maintain a strong internal control environment.
8. **Ad hoc Projects:** Participate in special projects and initiatives related to financial planning, process improvement, or strategic initiatives, as assigned by management.

## WHAT YOU'LL NEED TO APPLY

- Bachelor degree in Accounting, Finance, or a related field is preferred.
- 2+ years of relevant accounting experience (construction or a related trade industry)
- Strong knowledge of accounting principles, standards, and regulations (e.g., GAAP).
- Proficiency in accounting software (e.g., QuickBooks)
- Knowledge of ConnectWise software preferred but not required.
- Strong Microsoft Excel skills
- Excellent analytical skills and attention to detail.
- Strong communication skills to effectively collaborate with cross-functional teams.
- Ability to work independently and prioritize tasks to meet deadlines.
- Knowledge of commercial electronic security systems and services is a plus but not required.

## **WHAT WE'RE OFFERING TO YOU!**

- Competitive base salary (\$26-32hr) & Bonus Plan
- Paid vacation, sick leave, and holidays.
- Life Insurance at no cost to you
- Medical, dental, and vision plans with options, 401(k) plan, AFLAC