



**JOB TITLE:** Staff Accountant I

**LOCATION:** HQ – Fairburn, GA

**STATUS:** Salary, Exempt

**Job Description:** As a Staff Accountant for Blackjack Paving, you are responsible for a variety of duties that create, maintain, and eventually finalize our general ledger, reconciliations, and financial statements. More specifically, this role heavily assists in gathering information and inputting it accordingly. You will relay important data and reports directly to the Controller of the organization. In addition, this role will assist the scheduling department to ensure planned projects generate required revenue and budget forecast.

### **Essential Duties and Responsibilities:**

#### **Staff Accountant I**

- Daily collection of job performance sheets and field timesheets to complete job cost analysis. Report final percentages to sales, operations, and the Controller.
- Prepare special financial reports as requested by management including collecting, analyzing, and summarizing account information and trends.
- Maintain and update records and asset files as necessary.
- Continue ongoing education by participating in webinars, workshops, and networking events.
- Perform general bookkeeping – organize (scan/file) financial forms, documents, and receipts.
- Assist to ensure all financial transactions have accurate supporting documentation.
- Assist in completing client forms including pay applications and lien waivers.
- Assist in supply ordering – office, shop, and PPE.
- Create business invoices and assist in collection if necessary.
- Assist in any month end, quarterly, or year-end audit as necessary.
- Assist the Controller and Scheduling Manager heavily in daily processes.
- Review calendar weekly and make needed adjustments to monthly revenue generated report.
- Input address, work tickets, map and any other information needed for job on Google Calendars.
- Assist in permits, locates and other special documents needed for scheduled jobs.
- Relay accurate information on calendar to customer, crews and scheduling manager as needed.
- Review job costing reports and find any discrepancies to discuss with scheduling manager/controller to correct and/or address.
- Other duties as assigned.

#### **Qualifications/Requirements**

- **BBA in accounting, business, or finance preferred.**
- Public Notary
- Ability to work in an office setting for the majority of the time. Occasional requirement to work in variety of weather conditions including heat, cold, wind, rain, and dusty environments.
- Be willing to work nights and weekends when necessary.
- Be able to work overtime when required.
- Excellent housekeeping of office and facility required.
- Timekeeping via T-Sheets application is required.
- Must have strong work ethic, outward and positive outlook required.
- Ownership of programs assigned and special assignments through and to fruition is required.
- Ability to work well in both a team setting and independently.
- Pays attention to every portion of any task, down to the smallest item.

- Communication skills, ability to communicate with supervisors, co-workers, contractors, and the general public in a courteous, professional manner at all times.
- Ensure a safe work environment in compliance with all safety policies and procedures.
- Must comply with the company’s drug and alcohol testing requirements.
- Valid driver’s license required.
- Interpersonal skills, time management, thoroughness, confidence, communication skills, organizational skills, supervisory, and problem-solving skills are required.
- Must demonstrate professionalism, have a sense of urgency to meet deadlines, multi-task and set priorities effectively, flexible and adaptive to change, accomplish goals in a team environment, attention to detail, strive for excellence, possess a positive “can do” attitude, and have excellent sense of balance.

**NOTE:** This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Blackjack Paving reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e, emergencies, changes in personnel, work load, rush jobs, or technological developments).

**Blackjack Paving is an Equal Opportunity Employer of minorities, females, protected veterans, and individuals with disabilities and a drug-free workplace.**

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_