

Catalyst Construction – Accounting Manager Job Description

At Catalyst Construction, our core values guide our operations. We are relational, intuitive, catalytic, responsible, and constantly improving. As stewards, our team seeks to positively influence each project, person, and community we engage with. We look for these characteristics in candidates, regardless of position. We are seeking to hire an Accounting Manager who will oversee and perform several functions within the Accounting Department.

Job responsibilities include:

Payroll

Bi-Weekly Payroll/Tax Management (Oversee 3rd Party Provider, Perform Various Related Tasks)
Monthly Vehicle Payment/Tax Management
Annual W-2's

Accounts Receivable

Manage Billing Coordinators
Pay Application and Sworn Statement Review

Accounts Payable

Credit Card Reconciliation/Payment
Credit Applications
Employee Reimbursements
Monthly Use Taxes
Annual Enterprise Zone Reporting
Annual 1099's

Banking

Daily Bank Deposits
Monthly Bank Reconciliation

Job qualifications include:

Accounting or Business Administration Degree
Minimum of Three Years Experience in Accounting Position
Detail-Oriented
Organized
Team Player
Excellent Time Management Skills

The above description, while certainly not exhaustive, describes the major responsibilities of the Accounting Manager at Catalyst. Our Accounting Department plays an extremely important role in the success of our organization and is a valued part of our team.