



Accounting Manager

Job Description

Catalyst Construction is a leading commercial construction management firm specializing in large-scale projects. Our team is dedicated to excellence, fostering strong relationships, and driving continuous improvement in all we do. We align our work with core values of being Relational, Intuitive, Catalytic, Responsible, and Improving.

We are seeking an experienced Accounting Manager to lead, manage, and hold accountable a team of Billing Coordinators. The ideal candidate will own the project-specific accounting processes, ensuring accuracy, efficiency, and compliance with industry standards. This role is critical in supporting the financial integrity of our projects and the overall success of the company.

THE QUALIFICATIONS WE ARE LOOKING FOR:

- Bachelor's degree in Accounting, Finance, or related field. CPA or CMA certification preferred
- Minimum of 5 years of experience in accounting, with at least 3 years in a team management role
- Proven experience in the construction industry or a similar project-driven environment
- Strong understanding of construction accounting principles, cost accounting, financial reporting and statements, and Generally Accepted Accounting Principles (GAAP)
- Proficiency in accounting software and Microsoft Office Suite
- Excellent leadership, communication, and interpersonal skills
- Strong analytical and problem-solving abilities
- Ability to work in a fast-paced environment and manage multiple priorities
- Core Values Alignment:
 - Relational: Ability to build and maintain strong, positive relationships with team members, clients, and trade partners.
 - Intuitive: Keen sense of anticipating issues and needs, with a proactive approach to problem-solving.
 - Catalytic: Drive initiatives that create positive change and promote continuous improvement.
 - Responsible: Demonstrate accountability and ownership in all aspects of the role.
 - Improving: Commitment to personal and professional development, always seeking ways to enhance skills and knowledge.

ACCOUNTING MANAGER PRIMARY AREAS OF FOCUS:

1. Team Leadership and Management:

- Lead, mentor, and develop a team of Billing Coordinators.
- Set clear performance expectations and provide regular feedback.
- Foster a collaborative and positive work environment that aligns with company core values.

- Conduct regular team meetings and one-on-one sessions to ensure team alignment and accountability.

2. Project-Specific Accounting:

- Oversee the accounting processes for all project-specific financial activities.
- Ensure timely and accurate billing, cost tracking, and financial reporting.
- Collaborate with project managers to review and analyze project budgets, forecasts, and actuals.
- Develop and implement accounting policies and procedures to enhance efficiency and compliance.

3. Tax Management:

- Prepare and report Use Taxes.
- Complete annual reporting for W-2, 1099, Enterprise Zones, etc.
- Coordinate with Third Party Provider to resolve tax issues.

4. Process Improvement:

- Identify opportunities for process improvements and drive initiatives to enhance operational efficiency.
- Implement best practices and leverage technology to streamline accounting processes.

5. Relationship Management:

- Build and maintain strong relationships with internal and external stakeholders.
- Collaborate with other departments to ensure alignment and support business objectives.
- Act as a liaison between the accounting team and project managers, subcontractors, and clients.