



ACCOUNTING MANAGER

Catalyst Construction is a leading commercial construction management firm specializing in consistent and transparent processes. 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.

The Accounting Manager owns the project-specific accounting processes, ensuring accuracy, efficiency, and compliance with industry standards. This role supports the Controller in the financial close process and financial reporting requirements. The Accounting Manager role is critical in supporting the financial integrity of our projects and the overall success of the company.

POSITION TYPE AND COMPENSATION:

- Full-time Salary Position
- Pay Range: \$70,000 - \$90,000

ACCOUNTING MANAGER QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or related field. CPA or CMA certification preferred
- Minimum of 5 years of experience in accounting
- 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-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:

- **Catalytic:** We move things forward with energy and initiative. We bring drive, urgency, and a “whatever it takes” mindset.
- **Improving:** We pursue growth relentlessly — in skills, systems, relationships, and outcomes.
- **Intuitive:** We see context, grasp complexity, and make decisions guided by insight, candor, and integrity.
- **Relational:** We value people deeply. We lead with empathy, listen well, speak with candor, and practice hospitality in how we work and serve.
- **Responsible:** We do what we say, finish what we start, and carry the weight with integrity.



ACCOUNTING MANAGER PRIMARY AREAS OF FOCUS:

1. Financial Accounting:

- Oversee ledger entries, reconciliations, and verify the accuracy of subledgers
- Assist with closing processes

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.

ACCOUNTING MANAGER BENEFITS:

- Competitive salary corresponding with experience.
- Comprehensive benefits package including health insurance, ancillary benefits, retirement plans, and professional development opportunities.
- Opportunity to work on diverse and challenging projects with a reputable organization committed to influencing positive change with every project, person, and community.

ACCOUNTING MANAGER PHYSICAL DEMANDS:

- Primarily sedentary work in an office environment.
- Extended periods of sitting and working on a computer.
- Frequent use of a computer keyboard and mouse.
- Minimal lifting and carrying of light items such as paperwork or office supplies.
- Ability to operate standard office equipment such as computers, printers, and copiers.
- Visual acuity to read and interpret written communication and data.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

