Accounting Department Lead – Topsham, ME

Crooker construction and Precast of Maine are proud to be a 100% employee-owned company! As an Employee Stock Ownership Plan (ESOP) company, our employees are owners and share directly in the success they help create. As the company grows, all employees will watch their ownership accounts grow in value too. Apply today and soon you'll start watching your ownership account grow!

Crooker Construction is seeking an experienced **Accounting Department Lead** to join our team. In this key leadership role, you will manage and mentor the accounting team, over-see month-end and year-end financial reporting, ensure compliance with accounting standards and regulatory requirements, and assist with projects as directed by Controller or VP of Finance. The ideal candidate is detail-oriented and professional with strong accounting knowledge, exceptional organizational skills, and a passion for leading people and improving processes, while fostering a collaborative and high-performing work environment.

Key responsibilities include but are not limited to:
General Accounting:

- Assist with any audit preparation, info gathering as needed (i.e. ERISA audit)
- Maintain workflow by providing coverage for team members during vacations and other absences
- Monitor departmental workloads and provide hands-on support to ensure deadlines are met and accounting operations continue efficiently

Job Costing:

- Provide weekly updates to Project Managers regarding status of revenue cost
- Post job billing progress bills
- Import jobs and change orders into ERP system as requested by Project Managers
- Prepare and maintain weekly backlog reports
- Analyze and reconcile job cost adjustments to maintain accurate financial data

AR/AP:

- Assist with calling customers that are past due and update AR credit note
- Assist with T&M template set up
- Perform monthly reconciliations of the Accounts Receivable and Payable subledgers to balance sheet
- Assist with COI compliance for vendors
- Review Purchase Order receipts vs. invoiced and correct issues timely
- Manage the monthly sales and use tax filing process, ensuring timely and accurate reporting and payment.
- Record and maintain hired trucks payable

- Monitor and resolve Positive Pay exception items, ensuring timely payment decisions and safeguarding company assets

Payroll:

- Oversee the weekly payroll review process, ensuring payroll is accurate, compliant, and approved prior to final processing
- Perform weekly payroll-to-general ledger reconciliations
- Manage payroll schedules and deliverables to ensure all recurring weekly, monthly, and quarterly deadlines are consistently achieved
- Oversee the reconciliation of employee insurance invoices to payroll employee and employer benefit deductions, ensuring accurate benefit accounting and timely issue resolution

Month-end Assistance:

- Oversee the reconciliation of all bank and intercompany accounts, ensuring accuracy and timely resolution of discrepancies
- Investigate and resolve questions, variances, and discrepancies arising from month-end financial reviews, balance sheet reconciliations, and inventory reconciliations

Candidate Requirements:

- Bachelor's degree in accounting/finance, 5+ years' experience, or combination of education and experience
- Strong computer skills with high level of proficiency in Microsoft Office Suite
- Previous experience working with an ERP system. ViewPoint experience is preferred.
- Construction accounting experience strongly preferred, including job costing and project accounting
- Proficiency in payroll processing, AR/AP, account reconciliations, month-end and year-end close processes, and financial statement preparation
- Proven ability to lead, mentor, and develop a high-performing accounting team
- Strong communication and interpersonal skills with the ability to collaborate effectively across departments

This is a full-time, year-round, and onsite position. Hours are Monday – Friday 8:00am – 4:30pm with flexibility. The starting pay range for this role is $25 and will be adjusted to reflect the selected candidate's specific experience and knowledge.

Benefits:

The company is 100% employee owned. All employee-owners have an additional ownership retirement account growing in value each year when more shares are awarded. Health, dental, and vision coverage, paid time off, paid vacation, paid holidays, company paid life and disability insurance, 401K with company match, and more!