



Senior Staff Accountant – 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 will start watching your ownership account grow!

Crooker Construction is seeking an experienced **Sr. Staff Accountant** to join our team. In this role, the candidate will assist with month 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 improving processes, while fostering a collaborative and high-performing work environment. The budget base pay for this position ranges from \$30.00 to \$35.00 and will vary depending on how well an applicant's skills and experience align with the job description.

Key responsibilities include but are not limited to:

Month-end Assistance:

- Maintain the reconciliation of all balance sheet accounts (including bank accounts, prepaid accounts, AR/AP, and intercompany accounts), ensuring accuracy and timely resolution of found discrepancies.
- Prepare and post recurring journal entries.
- Assist with maintaining fixed assets, monthly depreciation, and disposals.
- Prepare and file monthly Sales and Use Tax.
- Assist with monthly financial statement preparation and review.
- Assist with all audit preparations; ERISA, Yearly Review, etc....

Payroll Assistance:

- 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.

Crooker – 103 Lewiston Rd PO Box 5001 Topsham, ME 04086 **Tel:** 207-729-3331 **Fax:** 207-729-0926

Precast of Maine – 139 Main St PO Box 307, Topsham, ME 04086 **Tel:** 207-729-1628 **Fax:** 207-729-8710

**Job Costing:**

- Provide weekly updates to Project Managers and supervisors regarding status of revenue cost and backlog.
- Assist with posting job billings timely.
- Import jobs and change orders into ERP system as requested by Project Managers.
- 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.
- Assist with COI compliance.
- Review Purchase Order receipts vs. AP invoiced and correct issues timely.
- Record and maintain hired trucks payable.
- Monitor and resolve Positive Pay exception items, ensuring timely payment decisions and safeguarding company assets.

General Accounting:

- 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.

Candidate Requirements:

- Bachelor's degree in accounting, finance, or 5 + years' experience.
- Construction accounting experience is highly preferred, including job costing and project accounting.
- Proficiency in payroll processing, AR/AP, reconciliations, month/year-end close processes, and financial statement preparation.
- Effective communication and interpersonal skills with the ability to collaborate effectively across departments.

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!

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