



## Accountant

Davis Constructors & Engineers Inc.

Davis Constructors & Engineers, Inc. currently has an Accountant position available in our Anchorage Office. Davis is a company that values hard work and loyalty. We strive for excellence in not only how we deliver our projects but also how we treat our staff. If a career at Davis sounds interesting to you, please read on!

### ACCOUNTANT

#### Job Description:

Reporting to the Chief Financial Officer (CFO), the accountant will be responsible for maintaining the integrity of the general ledger, managing the financial records related to company assets, assisting in the preparation of financial statements, and supporting month, quarter, and year-end closing processes. This position will also include day-to-day accounting functions related AR, AP, and job cost.

#### Responsibilities:

- Facilitate and complete month-end, quarter-end, and year-end close tasks in a multi-company environment which includes extracting, organizing, and manipulating data from a variety of databases
- Perform general ledger account reconciliations, resolve any discrepancies, prepare journal entries as necessary, and ensure proper documentation
- Assist in preparation of monthly and quarterly financial statements
- Assist in preparation of schedules and workpapers for annual financial audits
- Review, process, and post project billings and subcontractor payments
- Maintain detailed records of all asset and equipment purchases and disposals
- Calculate and record monthly depreciation
- Ensure compliance with the company's capitalization policy.
- Process and allocate monthly fuel charges
- Prepare and maintain prepaid accounts amortization schedules
- Provide support in the day-to-day accounting functions, which includes temporarily filling in for various accounting positions, as needed
- Assist with forecasts and projections
- Assist with various other reporting and analysis
- Identify opportunities for improving processes and systems for efficiency and accuracy in financial reporting and accounting operations
- Other duties as assigned

#### Knowledge, Skills and Abilities:

- Diligent and self-motivated, requiring minimal oversight or direction
- Strong interpersonal and relationship-building skills: ability to work effectively and cooperate with all levels of management and staff as well as outside business associates
- Excellent organizational and follow-up skills
- Ability to research, organize, and analyze information with particular attention to accuracy and detail
- Strong analytical skills, proactively investigate discrepancies and recommend solutions
- Ability to make sound decisions, solve problems, and exercise skeptical but professional judgement
- Ability to work well under pressure and independently prioritize workload, while working on multiple projects, deadlines, and stakeholders
- Excellent written and verbal communication skills; including thorough knowledge of proper grammar, advanced vocabulary, spelling, editing and proofreading skills
- Willingness to be flexible and adaptable to change
- Intermediate to advanced Microsoft Office skills and proficiencies (Outlook, Word, and Excel) and the ability to manipulate large amounts of data required
- Solid understanding of accounting principles, practices, standards, laws and regulations
- High degree of sensitivity with regard to confidential information

#### **Educational and Experience Requirements:**

- Bachelor's degree in accounting
- 3+ years of accounting experience
- Sage 300 experience preferred but not required

#### **Other Information:**

- Full-time (Monday – Friday)
- EOE & drug free workplace

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