



## STAFF ACCOUNTANT

**POSITION SUMMARY:** We are seeking a sharp, motivated Staff Accountant with 3 to 5 years of experience who is looking for a long-term opportunity with real room to grow. This role offers broad exposure to the full scope of a complex, multi-entity construction operation and is structured for advancement for the right candidate. Candidates with more than 5 years of experience will also be considered. Construction industry background, Excel proficiency, Power BI familiarity, and Vista by Viewpoint experience are all strong advantages.

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### **ESSENTIAL JOB FUNCTIONS:**

- Maintain accurate general ledger entries across multiple legal entities
- Own monthly close processes including account reconciliations, journal entries, and variance analysis
- Assist with preparation of monthly financial statements and management reporting packages
- Support job cost tracking, WIP schedule preparation, and percentage-of-completion accounting
- Assist with accounts payable and receivable functions including coding, approvals, and aging review
- Participate in intercompany transactions and eliminations across a multi-entity consolidation structure
- Maintain organized, audit-ready documentation for all transactions
- Support annual financial audit preparation and respond to auditor requests
- Work directly with senior finance leadership on special projects, process improvements, and reporting initiatives
- Grow into broader responsibilities over time as proficiency and trust are established

### **QUALIFICATIONS REQUIRED:**

- Bachelor's degree in Accounting or Finance
- 3 to 5 years of accounting experience in a full-cycle accounting environment
- Proficiency in Microsoft Excel – pivot tables, VLOOKUP/XLOOKUP, conditional formulas, and data reconciliation
- Strong attention to detail and ability to manage multiple deadlines simultaneously
- Ability to work independently with minimal direction once trained
- Professional discretion – this role handles confidential financial and personnel information

### **QUALIFICATIONS PREFERRED**

- Prior experience in construction, infrastructure, or a project-based accounting environment
- Working knowledge of Vista by Viewpoint or comparable construction ERP (e.g., Procore Financials, Sage 300 CRE)
- Exposure to job costing, WIP reporting, or percentage-of-completion accounting
- Experience with Power BI for report consumption or basic development
- Familiarity with multi-entity or intercompany accounting structures
- CPA candidate a plus; CPA not required

### **EMPLOYEE BENEFITS:**

- Comprehensive Medical, Dental & Vision
- Life Insurance
- Paid Time Off
- Paid Holidays
- Voluntary Long- and Short-Term Disability
- Voluntary Supplemental Life
- 401K with Discretionary Employer Match
- Aflac Supplemental Plans
- Flexible Spending Accounts
- Employee Assistance Program
- Discounts on Auto & Homeowner's Insurance through New Jersey Manufacturers

***All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.***