

STAFF ACCOUNTANT

About C.Herman Construction

C. Herman Construction is a general contracting company that specializes in multi-family construction. In seven short years, we have grown our client base across the Southeast from relationships and referrals alone, and built projects totaling more than \$250 million. Our market expertise includes multi-family, commercial, interiors, and historic rehab projects. C. Herman Construction is licensed in NC, SC and GA with offices in Charlotte, Wilmington, and Charleston, SC. Come make your mark in a growing company alongside other dedicated, determined, growth driven professionals!

Job Summary

CHC is seeking a motivated and ambitious accounting professional to join our team! As one of the fastest growing construction companies in Charlotte, we are excited to grow and cultivate our accounting department.

The Staff Accountant is responsible for performing general accounting tasks to support the company's day to day financial operations including, assisting with invoice and subcontract processing, support closing activities, execute standard and non-standard journal entries, and maintaining the general ledger. The role requires a strong working knowledge of generally accepted accounting principles, the ability to understand the impact of day-to-day transactions as they relate to the financial statements as a whole, and the ability to collaborate with several departments including the accounting department, contract administrators, and project managers in addition to coordinating with external vendors and subcontractors. This role will be based in the Charlotte, NC office and report to the company's Controller.

Benefits

We offer an environment that encourages professional and personal growth, an excellent benefits package, and a family culture. Join a team that values people and a place where our team members are our greatest asset.

Some benefits include:

- Competitive Salary
- Bonus potential
- Health, Dental, Vision Insurance
- Family/medical leave
- Paid Parental Leave
- Company 401K
- Short Term/Long Term Disability
- Life Insurance
- Paid Time Off (PTO)
- 8 Paid holidays per year
- Company Outings/Team Building Events
- Half-days every other Friday (May-Aug)
- Employee referral program

Key Job Responsibilities

- Support day-to-day financial operations
- Assist with invoice and subcontract processing
- Ensure accurate coding of invoices and processing
- Support the business with month, quarter, and year end closing activities
- Execute standard and non-standard journal entries, to include accruals, allocations, and adjustments.
- Maintain and take ownership of the general ledger
- Sustain a strong working knowledge of generally accepted accounting principles in order to understand the impact of day-to-day transactions as they relate to the financial statements as a whole
- Collaborate with several departments including the accounting department, contract administrators, and project managers, in addition to coordinating with external vendors and subcontractors
- Assist in the preparation of financial statements as needed
- Perform account reconciliations
- Oversee fixed asset management
- Maintain related party financials and ensure complete data across all entities
- Ad hoc analysis and reporting as needed

Qualifications

- Bachelor's degree in Accounting, Finance, or related field
- CPA or CPA candidate preferred
- 2-3 years of progressive Accounting experience, preferably in the construction industry
- Experience in public accounting is a plus
- Solid understanding of GAAP
- Strong knowledge of the flow of accounting transactions
- Proficiency in MS office suite, particularly in Excel
- Ability to prioritize tasks effectively
- Experience in a large ERP software, Vista Viewpoint preferred
- Exceptional communication and interpersonal skills
- Self-motivated and ability to work both independently and with a team
- Ability to organize, plan and manage multiple responsibilities to accomplish desired results

TO APPLY

**Submit cover letter and resume to
Kara Klunk (Director of HR & Marketing) - kklunk@chermanconstruction.com**