



## **Junior Accountant Job Description**

Reports to: AP Manager, AR Manager and Controller

Revision Date: August 30<sup>th</sup>, 2017

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### **BASIC RESPONSIBILITIES**

- Knowledgeable of the construction process and GC accounting practices.
- Provides accounting and clerical support to the accounting department.
- Accurately prepare and maintain accounting documents and records.
- Reconcile accounts in a timely manner.
- Provide assistance and support to company personnel.
- Research, track and restore accounting or documentation problems and discrepancies.
- Constantly update job knowledge.

### **KNOWLEDGE/EDUCATION/SKILLS/ABILITIES REQUIRED**

- Bachelor's degree or equivalent combination of education and experience preferred
  - Strong computer skills.
  - SAGE 300 experience required.
  - Procore experience preferred.
  - Good communication skills for communicating with support personnel and management.
  - Well organized, with accuracy and attention to detail.
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**This description is a summary and not an exhaustive attempt at covering every activity and task of the job. The incumbent should be able to react to change productively and to handle other tasks and responsibilities as assigned.**