**Pro Max Fence Systems – Corporate Accountant**

**About the Company**

**Pro Max Fence Systems, Inc.** is a fast-growing, well respected fencing company, filled with high energy, driven professionals who are excited to be part of a booming industry. Pro Max Fence Systems was founded in 2006 by a team of emerging industry professionals with the vision of building a company based on professionalism and maximum value. Having never wavered from this vision, they have expanded its leadership team to venture into more opportunities with premier and progressive minded clients, and are seeking someone who is passionate about the field of accounting and driven to succeed in helping an organization to flourish. It’s a bonus if you thrive in an energetic environment, working alongside a team of construction enthusiasts!

Being a part of Pro Max Fence Systems brings you a plethora of opportunities to keep you and your loved ones well by offering:

* Medical, Prescription and Dental Coverage
* Disability insurance
* A highly competitive salary
* 401k with company match
* Performance reviews
* Paid vacation based on your length of service and employment status
* Paid sick time, and
* Job related training opportunities

**Job Description**

In this strategic role as the **Corporate Accountant**, you will report to the Controller and assume responsibilities from and provide support to both the Controller and President. This individual will be responsible for providing financial and administrative support to the corporate team and will collaborate with project managers to provide guidance to help determine project billing for construction invoices. This person will also be the primary administrator for and will conduct and complete financial forecasts and analysis as needed, to facilitate effective operational decision making.

The ideal candidate will be comfortable with and driven to take on additional accounting responsibilities as they develop in the role, allowing them to operate at a higher level in a growing business.

**Key Responsibilities**

* **Financial Reporting and Analysis**: Prepare accurate and timely billings for ongoing and completed construction projects. Generate monthly corporate financial statements and quarterly financial reports, providing critical insights into the company's financial health.
* **General Ledger Management:** Perform vital journal entry tasks to maintain the integrity of the general ledger system, ensuring accurate financial records.
* **Reconciliation and Accuracy**: Execute comprehensive reconciliations to validate the correctness of accounts payable and accounts receivable records, maintaining the accuracy of financial data.
* **ERP System Oversight**: Develop and operate within the company's ERP system, effectively leveraging its capabilities to streamline financial processes and enhance reporting efficiency and accuracy.
* **Internal Control Enforcement**: Establish, monitor, and enforce internal controls to guide and influence sound financial decision-making within the organization.
* **Auditing and Compliance**: Oversee internal audits and contribute to external audit interactions, ensuring financial condition transparency and compliance with regulatory requirements.
* **Financial Risk Management**: Safeguard company assets and ensure precise transaction recording by implementing strict controls, internal checks, and audit disciplines.
* **Financial Planning and Strategy**: Provide critical financial analysis tools for evaluating projects, capital expenditures, costing, and other initiatives, contributing to well-informed strategic decisions.
* **Tax Management and Compliance**: Prepare and submit monthly, quarterly, and annual tax returns, including sales and business privilege taxes, while staying current with evolving tax legislation.
* **Financial Leadership Support**: Assist the Controller in managing various financial functions, including accounts payable, cash disbursements, invoicing, customer collections, payroll, inventory integrity, fixed asset records, and cost accounting. Collaborate on budgeting, reporting, and audit preparation.

**Minimum Qualifications for a Corporate Accountant in the Construction Industry**

* **Educational Background**: Associate or bachelor's degree in accounting or business administration with a concentration in accounting. A licensed CPA or demonstrated interest in obtaining CPA certification is preferred.
* **Relevant Experience**: 3-5 years of accounting experience in the construction or real estate development sectors, with a strong preference for candidates with direct experience in these industries.
* **Construction Accounting Expertise**: Solid understanding of construction accounting principles, encompassing cost controls, job costing, and profit and loss accounting.
* **Financial Reporting Proficiency**: Familiarity with General Accepted Accounting Principles (GAAP) and a working knowledge of accrual-based accounting methods, enabling accurate financial reporting.
* **Technology and Software Competence**: Proficiency in utilizing construction accounting software, specifically experience with Foundation Accounting Software is advantageous.

**Key Competencies**

* **Business Acumen:** Demonstrates a deep understanding of financial, operational, and business concepts, accurately assessing risks and opportunities. Actively engages in strategic decision-making to advance the business's interests.
* **Relationship Management**: Cultivates and maintains strong, positive relationships with individuals both within and outside the organization, fostering collaboration and effective communication.
* **Planning & Execution**: Exhibits logical and systemic thinking to create comprehensive plans for achieving goals. Skillfully organizes resources and activities to ensure successful execution.
* **Change Leadership**: Takes a proactive role in leading the successful integration of new business practices or innovative ideas, fostering smooth transitions and positive outcomes.
* **Learning Agility & Innovation**: Rapidly absorbs new knowledge and skills, applying them creatively to drive innovation and adapt to evolving circumstances. Actively seeks and utilizes feedback to enhance performance.

**Additional Information**

* **Base Salary Target Range**: $80,000-$85,000, commensurate with experience
* **Bonus**: Annual discretionary
* **Hours and Location:** 7:30am – 5pm, On-site at headquarters location in Reading, PA