

# Senior Accountant

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**Compensation: 70 – 90K /YR**

## Who we are:

We are inspired place makers who enhance the built environment with a focus on brand and culture - Across multiple studios, elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

## Job Summary:

As a Senior Accountant, you will play a critical role in maintaining the financial integrity of our organization. Reporting to the Accounting Manager, you will be responsible for overseeing various accounting processes, ensuring accurate financial reporting, and assisting in financial analysis. Your attention to detail, expertise in accounting principles, and ability to handle complex financial transactions will contribute to the overall success and growth of the company.

## Essential Functions

- Assist in the preparation and maintenance of accurate and timely financial records, including journal entries, general ledger reconciliations, and financial statements.
- Perform month-end and year-end closing procedures, ensuring adherence to reporting deadlines.
- Help manage accounts payable and accounts receivable processes, including invoice processing, payment collection, and vendor management.
- Contribute to the development and implementation of accounting policies, procedures, and internal controls to maintain compliance and safeguard company assets.
- Assist in the preparation of financial statements, including balance sheets, income statements, and cash flow statements.
- Prepare and review financial statements, reports, and analyses to ensure accuracy, compliance with GAAP, and timely submission to management.
- Conduct monthly, quarterly, and year-end closing procedures, ensuring adherence to established deadlines.
- Conduct variance analysis and assist in the preparation of financial reports, highlighting key findings and trends.

- Collaborate with the Controller to provide support for budgeting and forecasting processes.
- Assist in the development and maintenance of financial models and reports to aid in decision-making processes.
- Assist in ensuring compliance with relevant accounting standards, regulations, and reporting requirements.
- Participate in the implementation and improvement of internal controls and procedures to enhance accuracy and efficiency.
- Collaborate with cross-functional teams to gather financial data and support interdepartmental initiatives

### **Required Skills/Abilities**

- Knowledge of generally accepted accounting principles (GAAP) and familiarity with financial reporting standards.
- Strong analytical and problem-solving skills with a keen attention to detail.
- Excellent organizational skills and the ability to prioritize tasks and meet deadlines.
- Strong communication skills, both written and verbal, with the ability to collaborate effectively with cross-functional teams.
- Ability to maintain confidentiality and handle sensitive financial information with professionalism and integrity
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite, intermediate to advanced Excel skills required.

### **Education and Experience**

- Bachelor's degree in Accounting. CPA certification or progress towards obtaining CPA is a plus.
- 3+ years of Staff Accounting Experience
- Proven experience as a Staff Accountant or in a similar role in the Construction industry, demonstrating a strong understanding of accounting principles and practices.
- Proficiency in accounting software and MS Office applications, particularly Excel.

### **Core Competencies**

- Attention to detail
- Analytical skills
- Verbal and written communication
- Time management
- Organization

### **Work Environment**

This is a hybrid office position where three days are required in-office.



constructive  
floorz  
peoplelab  
slate  
3d-identity

## **EEO Statement**

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.*