



## Job Description: Staff Accountant

Alternative Titles: Accountant

Revised: February 8, 2010

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Business Unit: Accounting

Employee Type: Exempt

Reports To: Assistant Controller

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**Purpose:** Responsible for the accounting and financial activities of the company and its affiliates.

**Work Schedule:** 7:30 am – 5:30 pm Monday through Thursday and 8 am – 12:00 pm Friday.

**Essential Skills** (*may include but are not limited to the ability to*)

- Prepare daily, weekly and monthly reoccurring journal entries
- Prepare and analyze all balance sheet reconciliations
- Post payments from LockBox accounts to A/R and general ledger accounts daily
- Record, classify and summarize financial transactions and events in accordance with generally accepted accounting principles (GAAP)
- Prepare supporting documentation for audits and interact with internal and external auditors as needed
- Perform ad hoc analysis of accounting transactions, operational performance and balance sheet accounts
- Maintain regular and detailed interaction with A/P, A/R, payroll and job cost functions for analytical and process support
- Organize and define processes to support business objectives
- Provide support for accurate and timely preparation of financial and cost accounting reports
- Work within company policy as outlined in the Lauren Engineers & Constructors Employee Handbook and in compliment with the LEC Human Resources Policy Manual, LEC Safety Manual and OSHA Safety rules.
- Perform other duties as assigned by the supervisor as needed.

**Essential Qualifications**

- Bachelor's degree in accounting or a related field
- Knowledge of generally accepted accounting principles and their proper application to engineering, construction, and manufacturing as well as general business transactions.
- Public accounting experience preferred
- CPA or candidate
- Advanced skills in Microsoft Excel
- Possess excellent leadership skills with the ability to effectively interact with employees in multiple disciplines
- Able to be trusted with confidential information
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)

**Physical Requirements**

- Frequently lift objects weighing up to 25 pounds
- Climb stairs
- Sit for long periods of time
- Occasionally stoop, kneel or crouch
- Use hands and arms to reach for, grasp and manipulate object

**Tool/Personal Protective Equipment Requirements**

- n/a

**Environment:** Work usually takes place in clean, pleasant, and comfortable office settings.

**Employee Review Acknowledgement**

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.

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Candidate/Employee Signature

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Date