



Warfel Construction is currently looking for a detail-oriented, efficient Staff Accountant to work out of our East Petersburg, PA office. The Staff Accountant will serve as an integral member of the Finance team by contributing to the timely and accurate completion of financial statements and reporting, audit coordination, and budget facilitation. In addition to providing general accounting services, this position will also focus on process enhancement, policy documentation, and improving ERP utilization.

Job responsibilities include, but are not limited to, the following:

- Due to the nature of this function, a thorough understanding of Generally Accepted Accounting Principles (GAAP) is required
- Independently prepare and record journal entries and subledger postings utilizing collected data from various sources
- Reconcile balance sheet accounts on a monthly basis; follow-up and clear all reconciling items
- Develop reporting and support requests for financial information and analysis
- Analyze processes and recommend improvement for efficiency
- Assist the Controller with the preparation of the annual budget process
- Prepare assigned schedules for the annual audit; interact with auditors and provide additional information as requested
- Provide daily project accounting support, including the processing of accounts payable and receivable transactions
- Work with Project Management teams to update data and reports for work-in-progress
- Utilize Trade Tapp platform to manage financial side of subcontractor qualification process
- Document policies, procedures and workflow for assigned areas of responsibility
- Provide backup for other team member functions as needed
- Perform other duties and responsibilities as requested

Qualifications:

- High School diploma or GED required; Degree in accounting, finance, or business administration preferred.
- 2 - 4 years' experience in accounting, preferably in the construction industry.
- Intermediate to advanced proficiency with MS Excel required.
- Excellent attention to detail and organizational skills, including time management.
- Able to work as a collaborative member of a team, as well as individually as needed.
- Exhibits Warfel's Core Values of Honesty, Integrity, Accountability, Initiative, and Teamwork.

Competitive pay and benefits are offered, including 401k match. Warfel Construction Company is an equal opportunity employer.