



## **T-ROSS BROTHERS CONSTRUCTION, INC.**

### **JOB DESCRIPTION**

#### ***ACCOUNTING SPECIALIST***

**JOB DESCRIPTION SUMMARY** – This position will work in conjunction with the Chief Financial Officer on the financial operations of the company including; accounts payable, accounts receivable, payroll, budgeting, and other financial matters.

**REPORTING RELATIONSHIPS** - This position reports directly to the Chief Financial Officer.

**SUPERVISORY RESPONSIBILITIES** - This position has no direct reports or supervisory responsibility.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties/Responsibilities for Reliable Glass Construction, Inc.:

- Coordinates the company's Accounts Payable and Payroll and month end activities.
- Oversees the Accounts Receivable working with Reliable's Office Manager.
- Quarterly and Annual Payroll filing.
- Miscellaneous accounting duties.

Duties/Responsibilities for T-Ross Brothers Construction, Inc.:

- Accounts Receivable
- Manages equipment charges and maintenance.
- Job set-up.
- Budget entries for each job.
- Assist in Accounts Payable data entry.
- Back-up to Payroll entry.
- Project Management & Foremen reporting of hours and costs.
- Project work as assigned.
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#### **QUALIFICATIONS**

##### **Education:**

- Associates or Bachelor's degree in Accounting or Business Administration preferred.

##### **Experience:**

- Five years or more of related experience required.

**Knowledge, Skills and Abilities:**

- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficient in accounting and tax preparation.
- Proficient in Microsoft Office Suite.
- Possess a high degree of accuracy and attention to detail.

**I have read and understand this job description.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

**T-Ross Brothers Construction, Inc. reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise, the employment relationship remains “at-will” the aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.**

T-Ross Brothers Construction, Inc. is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.