

## Job Description

### Accounting Manager

IBACOS is a privately held consulting services company that plays a leading role in driving innovation in the housing industry. Our clients include national homebuilders, leading building product manufacturers, industry suppliers and the U.S. Department of Energy. Our areas of expertise include business and marketing strategy, systems and product development, quality process management, building science, engineering and construction quality assurance.

We are in search of an experienced professional who has performed all facets of accounting, including month-end closings, reconciliations, and analysis. A working knowledge of job cost accounting and project set up and analysis is also required. This results-driven position will be an integral member of the finance team. The finance team's purpose is to optimize financial performance and ensure the financial integrity of the company.

Qualified candidates must be willing to be a collaborative team player, have a strong moral work ethic and be extremely organized and detailed-oriented.

### Role & Responsibilities

- General ledger accounting functions including GL entries and analysis
- G/L Reconciliations
- Financial Statement Preparation
- Analysis and Reporting
- Invoicing and Collections
- Benefit Invoice Reconciliation and HRA Tracking
- Project Set Up
- Project Time Tracking and Reporting
- Project Cost Analysis
- Full cycle A/P process including year-end tax reporting

### Knowledge & Skills

- Bachelor's degree in Accounting with 5-7 years' experience in a financial-related role
- Demonstrated experience in generally-accepted accounting principles
- Proficiency in Microsoft Outlook and MS Office Suite programs (Excel, PowerPoint & Word)
- Must be approachable and positively interact with internal and external partners (at all levels) within a fast-past environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient
- Must have excellent written and verbal communication skills and superior attention to detail
- Maintain a professional and positive attitude while maintaining confidentially and effectively meeting commitments along with day-to-day activities
- Experience with fully integrated accounting software a plus

IBACOS offers a competitive compensation package. Our comprehensive benefit package includes: medical, prescription drug, dental and vision coverages, 401(k) retirement plan with match, short and long-term disability coverage as well as group life insurance coverage.

To apply, please submit your cover letter, resume and salary requirements to [careers@ibacos.com](mailto:careers@ibacos.com).