

ACCOUNTING MANAGER

Job Description

Position Title: Accounting Manager

Employment Type: Full-Time, W-2

Compensation: Competitive salary

Location: Office-based

Position Overview

The Accounting Manager oversees and executes all financial operations for Equity Commercial Roofing, including reporting, payables, receivables, job costing, and internal financial controls. This role ensures accurate financial data, maintains compliance, supports leadership decision-making, and leads the accounting team.

The ideal candidate is highly organized, detail-oriented, and proactive, with strong leadership capabilities and a deep understanding of accounting systems, construction job costing, and financial best practices. They take ownership of company financial accuracy and bring a solutions-focused approach to workflow improvement.

This position plays a critical role in company growth, supporting operations, production, commercial contracts, and executive leadership with clean financial data and reliable reporting.

Responsibilities

Financial Management & Reporting

- Maintain accurate financial statements and ensure timely reporting
- Prepare monthly, quarterly, and annual financial summaries
- Perform reconciliations for bank accounts, credit cards, loans, and vendor statements
- Process payroll entries, journal entries, and period-end adjustments
- Oversee annual financial review or audit preparations

Accounts Payable & Receivable Oversight

- Ensure invoices are coded, approved, and paid accurately and on schedule
- Manage customer billing, deposits, and payment application
- Oversee collections process with professionalism and follow-through
- Monitor aging reports and cash flow activity

Job Costing & Construction Accounting

- Maintain job costing accuracy for labor, materials, subcontractors, and overhead
- Review job profitability and variance reports
- Communicate financial updates to Production and Management
- Ensure financial data supports production and commercial project workflows

Team Leadership & Process Management

- Supervise the Commercial Accounting Assistant
- Provide training, feedback, and daily support
- Ensure processes are consistent, accurate, and documented
- Create improvements to increase efficiency and reduce errors

Compliance & Financial Controls

- Maintain internal control procedures
- Ensure compliance with tax filings, licensing renewals, and reporting deadlines
- Work with external CPA or financial advisors when needed
- Protect company financial data and security

Cross-Department Collaboration

- Support Leadership and Production with billing, job costing, and reporting
- Work with Sales to verify pricing, margins, and financial accuracy
- Coordinate with the leadership team to support budgeting and forecasting
- Provide financial insights for strategic decision-making

Requirements

- 1+ years accounting experience (construction accounting preferred)
- Strong understanding of GAAP, bookkeeping, AP/AR, and job costing
- High proficiency with accounting software (QuickBooks preferred)
- Strong Excel and data analysis skills
- Ability to work in a fast-paced environment with shifting priorities
- Excellent attention to detail and accuracy

- Strong communication and leadership skills
 - Professionalism, confidentiality, and organizational discipline
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Compensation & Benefits

- Competitive salary
- PTO and benefits package
- Training and ongoing development