



Position: Staff Accountant Assistant
Reporting to: VP Finance & Operations

Ridge Communications, Inc. (RCI) is a telecommunications company that provides a full array of network deployment and operations services for both wireless and wireline carriers.

We are looking for a part-time (20 hrs.) Staff Accountant Assistant with construction experience. Ultimately, you will help our accounting department run smoothly, ensuring transparency and efficiency in all transactions.

Responsibilities:

- Perform daily accounting tasks to support financial team
- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Process reimbursement forms
- Prepare bank deposits
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- Participate in quarterly and annual audits
- Receive and review day-to-day invoices, subcontracts, change orders, purchase orders, check requests, and/or other related documentation for completeness and compliance with financial policies, procedures, budget, and contractual requirements.
- Enter AP and assist with AR as needed. Manage purchase process
- Assist in tracking job profitability
- Accurate processing of accounts payable. Enter invoices, approved draws, purchase orders, etc.
- Update monthly analysis and prepares budget trend reports for construction projects.
- Assist with month-end and quarterly closing activities.
- Assist with year-end closing activities and audit preparation for job cost certifications.
- Communicate project information to superintendents, subcontractors, vendors, and related construction professionals
- Perform a wide range of accounting and administrative duties to support the accounting department. Other duties may be assigned.

Skills/Qualifications:

- Work experience as an Accounting Assistant or Accounting Clerk
- Knowledge of basic bookkeeping procedures
- Good knowledge of finance regulations and accounting practices
- Incredible attention to detail to catch errors.
- Top of the line math abilities.
- Hands-on experience with MS Excel and QuickBooks
- Ability to learn new software quickly
- Great organization skills
- Amazing time management skills.
- Ability to handle sensitive, confidential information
- Construction project-based accounting skills desired, including tracking of costs and revenues by project

Experience:

BSc/Ba in Accounting, Finance or relevant field preferred

1-year accounting experience