

## **Accounting Manager – Akron, Ohio**

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Welty Building Company Ltd., an established and growing commercial construction company, is seeking to fill a key position in the Marketing and Business Development department. Welty, headquartered in Northeast Ohio with more than 70 years of building experience throughout the Midwest and Atlantic, is seeking an experienced Marketing Coordinator who will create graphic, written and technical content while maintaining data and creative libraries. This position will also be heavily involved in research.

At Welty Building Company, we live our terminal values of **Openness, Passion, Teamwork, Integrity, and Customer Centricity (OPTIC)**. We bring a creative energy to our projects where every individual is an essential part of the team. The work we do is collaborative, with an entrepreneurial spirit, and opportunity for growth and improvement. With our cutting edge approach, we expand the boundaries of the way things have always been done in favor of innovation, and exceeding our client's expectations. Welty does much more than construct and build great projects and buildings, we build relationships – with our clients, employees and the communities they serve.

### **General Summary of Job Responsibilities:**

Under the direction of the CFO, the Accounting Manager is responsible for the oversight of all daily accounting functions at Welty Building Company as described in the following job description. The Accounting Manager is also responsible and accountable for the hiring decisions, supervision, training and coaching of all accounting department staff.

### **Summary of Key Responsibilities, Duties, & Accountabilities:**

- Develop, implement, and enforce accounting processes and procedures at Welty Building Company.
- Prepare analysis of WIP schedule for current projects monthly including: Monthly meetings with project team regarding schedule and change orders, compare estimated costs to actual billing and profit gain/fade.
- Prepare monthly financial statements and WIP schedule.
- Prepare budget reports including monthly P & L, forecast versus budget.
- Oversee daily cash management function in collaboration with accounts receivable/payable.
- Supervise finance and accounting department to ensure proper function of all systems, data bases and financial software.

- 401K responsibility including preparation of annual census and profit-sharing calculation of form 5500
- Review and approve weekly payroll process.
- Review of hiring (payroll/salary) terms in a growth environment.
- Develop and mentor the team of employees in the accounting and finance department, managing work allocations and systems trainings.
- Perform effective evaluations and continual coaching in order to build a strong and effective team dynamic.
- Field phone calls from subcontractors acting as liaison between project managers and subcontractors regarding financial issues and inquiries.
- Review expense reports and employee reimbursement providing a financial check and balance to ensure accuracy and accountability.

### **Summary of Key Requirements**

- Bachelor's Degree (B.S.) in Finance/Accounting
- 10+ Years Total Experience, with a Minimum of Five (5) years of Accounting Management experience
- Proven track record of managing and developing strong, effective accounting teams
- Certified CPA a plus
- Experience in a Construction environment or related field a plus

### **Core Competencies Required:**

- Strong Leadership skills
- Excellent analytical skills with the ability to see the "big picture" as it relates to the financial growth and success of the organization
- Self-motivated with the ability to work as a member of a strong team with little supervision
- Excellent written and verbal communication skills with a positive team-oriented attitude
- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

- Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- Ability to effectively handle multiple activities simultaneously and successfully function in a fast paced, rapidly changing environment

Welty offers competitive compensation and benefits package. Interested candidates should send their resumes, along with contact information, in confidence to [careers@thinkwelty.com](mailto:careers@thinkwelty.com)

**Welty Building Company Ltd. is an equal opportunity employer.**