



Accountant 1

Department: Administration

Reports to: Controller

FLSA Status: Exempt

Approved by: CEO

Revision Date: October 1, 2026

Supervisory Role: Yes

Essential Duties and Responsibilities

Works with Controller and AP Clerk to facilitate the financial activities of an organization by performing the following duties:

- Prepare weekly, monthly and quarterly financial reports which summarize and forecast company business activity and financial position in areas of income, expenses, cash flow, and earnings based on past, present, and expected operations.
- Directs preparation of budgets, reviews budget proposals, and prepares necessary supporting documentation and justification.
- Review all payments for accuracy, timeliness of submission and tracking of aging cash receipts prior to checks being issued.
- Review the monthly reconciliation of sub ledgers to general ledger control accounts, i.e., bank accounts, job cost, A/P and A/R age trial balances.
- Prepares weekly cashflow statement and works with project management team and customers to ensure accounts receivable are collected in a timely manner.
- Review and approve weekly payroll.
- Review and approve weekly equipment tracking reports and internal cost accounting.
- Directs determination of depreciation rates to apply to capital assets.
- Review, approve and submit all federal and state tax returns.
- Arranges and coordinates the preparation for audits of company's accounts with external CPA firm.
- Prepares reports required by regulatory agencies.
- Maintains relations with banks and other financial institutions.
- Issues financial statements for compliance with business partners, and other trade entities.
- In conjunction with the Human Resources department, prepares required 401-k and profit sharing information to be submitted to our third-party administrator for our annual consolidated statements.
- Reviews and reconcile receivables with invoices. Research and troubleshoot any errors and omissions

Qualifications, Education, Experience and Certifications

- Bachelor's degree (B. A.) in Finance or Accounting from four-year college or university.
- CPA Certification (or in progress).
- Strong written and verbal communications skills; thorough attention to details; ability to prioritize multiple tasks; proactive and deadline-oriented; analytical with excellent mathematical ability. Excellent customer service and negotiating skills; team leadership and training skills.
- Knowledge of Accounting software; Database software; Human Resource systems; Payroll systems; MS office applications

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Physical Demands and Work Environment

- While performing the duties of this job, the employee is regularly required to sit for extended periods of time. Employee is frequently required to move around the office to communicate with staff.
- The noise level in the work environment is usually moderate.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
- Prime is a work from work office.

Competencies

To perform the job successfully an individual should demonstrate the following:

- | | | |
|----------------------------|------------------------|-------------------|
| • Financial Responsibility | • Delegation | • Problem Solving |
| • Analytical Skills | • Diversity Commitment | • Initiative |
| • Business Ethics | • Leadership | • Quality |
| • Effective Communication | • Job Knowledge | • Self-Management |
| • Cooperation | • Detail Oriented | |
| • Dependability | • Organization Support | |

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