



JOB OPENING

ACCOUNTING SUPERVISOR

Job Type: (Full Time/Regular/Exempt)

****Local Greater Puget Sound Candidates Only****

Rafn is a leading commercial general contractor in the sustainable building industry in the Seattle area, and we are seeking an accounting supervisor to join our onsite team.

We have been in business 40 years, and we offer: competitive salary, outstanding benefits, and lots of opportunity for career advancement. Professional growth and development training opportunities are available to all employees and high-profile, fast-paced projects keep our team members challenged.

We pride ourselves on providing a great working environment with a team of high character, hard-working and dedicated people. Our turnover is extremely low, and our average employee tenure is 17 years. We are growing and our people love working here.

If you're looking for a strong company, with good values and a commitment to the well-being of our employees including a belief in living a well-balanced life.... Look no further! Hear what our employees say about working here: www.rafn.com/team.

For more than four decades, our company has grown successfully on established values with an intent focus on negotiated work. Those values are Character, Competency, Courage, and Commitment. Our presence throughout the Northwest is built on a very simple concept: understand our customers and make them our central focus of business. Our leadership team is committed to propelling us to greater success by flourishing from our foundation of perpetual principles.

Job Description:

The Accounting Supervisor will manage vendor relationships as well as internal customer relationships, assure proper approvals & coding and facilitate payments to vendors & subcontractors. Will provide accurate, timely, and meaningful financial information to all project personnel to enable them to control their jobs with positive results. To be successful in this role you must be timely, highly organized, and possess a strong attention to detail. This position requires a general accounting background. Will work closely with the CFO, Accounting Assistant and be asked to perform a broad range of functions including A/P, A/R, collections, account reconciliation, bank deposits, payroll, and project accounting.

In addition to maintaining a high standard of work, you will be responsible for the following:

- A/P: Receive invoices, scan and assign to PO/job/person, follow up on non-approved invoices, post approved invoices, cut A/P checks weekly, cut manual checks as needed, assist job site personnel with PO and invoices processing.
- P-Cards: Download P-Card transactions daily, reconcile cardholder statements to approved/coded transactions, distribute statements and collect receipts monthly, print dummy checks for fully approved statements.
- Vendors: Provide credit applications & resale certificates, statement reconciliation, collect W-9's and enter into system, review aged A/P report monthly, assist vendors with inquiries and disputes.
- Project Accounting: All aspects of project accounting on selected projects to include subcontract pay-apps, sub check run weekly, contact suppliers for joint checks, OWOA entry, AIA Change Order preparation, owner billings, project set up including budget and phase codes, pre-con billings, and project close out.
- Manage & organize all accounting files & folders • Compile and provide Prevailing Wage and Certified Payroll documentation on applicable projects.
- Daily cash management of 4 bank accounts and associated GL entries
- Monthly reconciliation of bank accounts
- Weekly wire transfers for payroll and 401k funding
- Assist CFO with monthly close process including GL reconciliations, Depreciation posting, post miscellaneous accruals, tie A/P and A/R to GL, and miscellaneous financial statement preparation.
- Prepare monthly/quarterly city and state B&O tax filings.

Coordinate Owner Billings w/ Project Team

- Prepares/posts billings based upon Project Manager/Supt. input (monthly/as needed)
- Prepare statements with each billing (as needed)
- Assist in collections (daily/as needed)
- Charge interest for late payments (as needed)

Pay Subcontractors and Suppliers

- Manage risk by assuring proper compliance (including license, insurance, lien waivers, signed subcontract, certified payrolls, etc.) before release of payments (weekly)
- Post material-man's notices (as needed)
- Contact suppliers to verify balances (weekly)
- Assist subcontractors in filling out pay apps (as needed)
- Pay subcontractors (upon receipt of owner payment and assurance of all of the above)
- Actively seek and take advantage of discount opportunities.

Close out of projects in the system

- Assure that all subs and MPOs have been fully billed (as needed)
- Close out subcontracts and MPOs in Viewpoint (at job close-out)
- Bill and Release retention (as needed)
- Prepare final accounting and (after all the above)
- Collect lien releases from subs for retention release (at job closeout)
- Verify that all equipment on the job has been returned
- Close the job (upon approved final accounting)

Job Requirements:

Relevant bachelor's degree and 2+ years' experience in Accounting OR equivalent combination of education and experience. Additional education, certification or experience preferred.

The ability to handle multiple tasks in a fast-paced work environment.

Demonstrate proficiency with office equipment and computer hardware/software necessary to perform assigned duties.

Excellent written and oral communication skills.

Proficient in MS Office (Excel, Word, Outlook), MS Project, BlueBeam

The ability to maintain a high level of professionalism and diplomacy when interacting with business associates, executives, coworkers, and the general public.

This position also requires the ability for being proactive and anticipating the needs of others and being able to multitask on a variety of items.

Payroll experience preferred

People management/supervisory experience preferred

Candidates must be able to provide references from previous employers and/or clients.

A pre-employment drug screen and background check will be required.

Benefits:

- **401(k) match**
- **95% Employer sponsored Health insurance option**
- **Dental insurance**
- **Voluntary vision insurance**
- **Dependent medical/dental/vision options**
- **HSA account**
- **Short Term Disability insurance**
- **Employer paid Life insurance**
- **Generous Paid Time Off**

- **75% discounted ORCA Transportation Pass**
- **Wellness Program Rewards**
- **Amazing, welcoming company culture and much more!**

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.