

## **Scherrer Construction Co., Inc. – Staff Accountant**

Location: Burlington, WI

Type: Full Time

Scherrer Construction is a general contractor/construction manager that has been family owned and operated since 1928. We serve a variety of markets throughout the state of Wisconsin, including educational, municipal, industrial, retail, healthcare, and high-end residential and offer a comprehensive list of services including new construction, additions, renovations, and facility maintenance services.

### **Job Description:**

Scherrer Construction is looking for a hands-on diligent staff accountant to join our accounting department. The primary responsibilities to include setting up and maintaining employee files, processing and reporting payroll, union benefits, job cost and cash management.

### **Responsibilities:**

- Collect, summarize, review and process weekly payroll data including check distribution, electronic and direct deposit reporting, and weekly and biweekly payroll taxes deposits.
- Maintain payroll database including setting up or modifying individual employee information, union rate tables, etc.
- Maintain Employee files
- Compile and process monthly union reports.
- Compile and process quarterly and annual payroll tax reports, W-2's, and 1099's.
- Communicate employee benefit changes and track elections.
- Review and perform monthly job cost accounting.
- Perform backup assistance to A/P, Billing & A/R.
- Preparing journal entries, analyses, and account reconciliations and assisting with monthly close processes.
- Performing monthly balance sheet reconciliations.
- Meeting processing and reporting deadlines.
- Responding to information requests, reviewing financial statements, and assisting with audits.
- Ensuring compliance with GAAP.
- Assisting the CFO and others as needed.

### **Requirements:**

- Bachelor's degree in accounting or finance required.
- 2+ years of accounting experience, CPA and construction accounting a plus.
- Excellent communication skills, both written and verbal and like to work in a collaborative environment.
- Strong Excel skills. Sage 300 a plus.
- Working knowledge of GAAP.
- Strong numeracy and analytical skills.
- Good problem-solving and time management skills.
- Highly organized and detail-oriented.

### **Benefits:**

Scherrer offers a competitive benefits package including health and dental insurance, 401(k) profit sharing, vacation, and holiday pay. To apply, please send your resume to [careers@scherrerconstruction.com](mailto:careers@scherrerconstruction.com).

