



Accountant

Summary/Objective

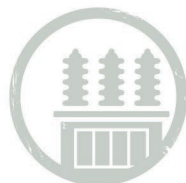
The Accountant is responsible for managing and overseeing general accounting operations to ensure the accuracy and integrity of financial records. This role involves preparing financial statements, analyzing financial data, and supporting budgeting and forecasting processes for EDM and EDM wholly-owned subsidiaries. Reporting to the Finance Manager, the Accountant plays a key role in maintaining compliance with accounting standards and internal controls.

Essential Duties and Responsibilities:

- Maintain the general ledger and ensure timely and accurate month-end and year-end close processes.
- Prepare balance sheets, income statements, and other financial reports in accordance with GAAP and company policies.
- Record and reconcile financial transactions, including income, expenses, liabilities, assets, and equity.
- Assist in budgeting, forecasting, and financial planning activities.
- Ensure bookkeeping is accurate and in compliance with GAAP and tax regulations, assisting in tax preparation and filings.
- Support internal and external audits by preparing required documentation and reports.
- Identify and implement process improvements to enhance efficiency and accuracy in accounting operations.
- Work closely with project managers to track and report project performance and business sector financials.
- Assist in developing and maintaining internal controls and accounting policies.

Qualifications/Requirements/Experience:

- Bachelor's degree in accounting, finance, or related field.
- CMA or CGMA certification preferred.
- Minimum of 5 years of cost accounting experience in the engineering, consulting, or professional services industry preferred.
- Strong knowledge of GAAP, financial reporting, and internal controls.
- Proficiency in accounting software and Microsoft Excel.
- Experience with project-based accounting and revenue recognition is a plus.
- Ability to analyze complex financial data and provide actionable insights.
- Strong organizational skills and attention to detail.



Competencies:

- Technical orientation
- Continuous learning
- Adaptability and dealing with ambiguity
- Results driven
- Problem analysis and critical thinking
- Decision making
- Approachability
- Communication
- Process management

Supervisory Responsibility:

- There are no supervisory responsibilities for this position.

Position Type/Expected Hours of Work:

- This is a full-time exempt/salary plus discretionary bonus position.

Work Environment / Physical Demands:

- **Work Environment:** This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc. The noise level in the work environment is usually low.
- **Physical Demands:** The employee is regularly required to sit, talk, and hear/listen. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Other Duties:

The above job description is not intended to be an all-inclusive list of responsibilities and performance standards of the position. Incumbents will perform other job-related duties as assigned.

Salary Range: \$55,000 - \$60,000

Benefits Include:

- Health Insurance (Medical, Vision, and Dental)
- STD / LTD/ Life Insurance
- 401(k)
- Paid Leave (Holiday, Vacation, Sick, etc.)
- Wellness Program
- Development Opportunities

Special Requirements - Pre-employment checks will require satisfactory results of the following screens:

- Background Check
- Motor Vehicle Driving Record
- Drug Test (including controlled substances)

- Education and Employment Confirmation
- Reference Checks

EEO Statement

EDM is an Equal Opportunity Employer.

To Apply:

Please send resume and cover letter to jobs@edmlink.com OR apply through indeed here: https://www.indeed.com/viewjob?jk=a0a349c7432fcf13&from=shareddesktop_copy