

Staff Accountant – FARRELL DESIGN-BUILD, INC.

Farrell Design-Build wants your skilled accounting knowledge and principles, impeccable attention to detail, and your desire to want to do your best!

Farrell is seeking a full-time Staff Accountant to join our team in the beautiful foothills of Placerville. At Farrell, we want our customers, partners, and employees to know, that above all else, we are honest and firm, we strive to be graceful and humble, and we persist to be proactive in our work and relationships. This is an exciting and challenging job opportunity in the growing deep foundation, ground improvement, and shoring industry. Farrell works with leading General Contractors and Developers on complex and award-winning projects in San Francisco, Sacramento, Los Angeles, and San Diego.

As part of the accounting team, you are meticulous and detail oriented. You are a team player and collaborate across departments to provide accounting support to Contracts, Operations, and Customers.

JOB DUTIES:

- 1) Accurately processes weekly and timely payroll into Foundation. Review time sheets for completeness, follow-up on incomplete or missing information, and adjust as needed.
- 2) Process all payroll deductions including, wage garnishments, levies, court-ordered payments, IRA deductions, mileage/phone reimbursements, voluntary deductions, etc.
- 3) Update payroll records by entering changes to employee information (addresses, tax exemptions, direct deposit, job title changes, etc.)
- 4) Resolve payroll discrepancies and answer employee payroll queries.
- 5) Process weekly certified payroll into various systems.
- 6) Process all weekly payroll taxes and liabilities including, garnishments, IRA payments, etc.
- 7) Enter and set-up new employees into Foundation and Heavy Job.
- 8) Process monthly union reports and fringe payments.
- 9) Assist with Pre-Qualifications and ensure accuracy of completed information.
- 10) Assist with annual W-2 preparation, quarterly Schedule of Debt schedule, Vendor credit application.
- 11) Manage Loan Payments Principal and Interest payments and posting.
- 12) Assist with miscellaneous accounting projects as needed.
- 13) Maintains the general ledger; creates monthly adjusting JEs such as loan interest and principle entries.
- 14) Reconciles payroll liability accounts.
- 15) Monthly Union fringe reporting and payment.
- 16) Files required payroll tax forms with federal, state, and local government agencies.
- 17) As appropriate, coordinates with software vendor to maintain accounting software system; recommends updates to enhance the accounting software.
- 18) Performs other related accounting duties as assigned.



DESIRED EDUCATION/TRAINING:

- 1) Bachelor's degree in Accounting, Finance, or related discipline required.
- 2) Three to five years of accounting experience required.

REQUIRED SKILLS:

- 1) Extensive knowledge of general financial accounting and cost accounting.
- 2) Understanding of and ability to adhere to generally accepted accounting principles.
- 3) Highly proficient with accounting software. Foundation software experience is preferred.
- 4) Excellent organizational skills, workflow processes and documentation practices.
- 5) Impeccable attention to detail with ability to spot errors and find solutions.
- 6) Excellent written and verbal communication skills.
- 7) Proficient in Microsoft Office Suite or similar software.

BENEFITS & PERKS:

- 1) Competitive salary and annual bonus package
- 3) Full insurance benefit package including medical, dental, vision, and life
- 4) SIMPLE IRA retirement with generous matching
- 5) Paid Time Off for vacation and sick (PTO)
- 6) Holiday pay – 8 paid holidays per year
- 7) Employee stock purchase program
- 8) Employee referral bonus program
- 9) Positive & productive workplace culture
- 10) Team building with celebrations and semi-annual employee company parties

PROFESSIONAL & PERSONAL DEVELOPMENT:

- 1) Qualified education reimbursements
- 2) Professional registration and certifications bonuses
- 3) Seminars, technical and skills trainings, and conference attendance promoted and encouraged for all employees
- 4) Praise and celebration of achievements

The information above describes the general nature of the position and serves as a summary of the typical job functions; it's not a comprehensive list of all possible job responsibilities, tasks, or duties.

We maintain a drug-free workplace and perform pre-employment substance abuse testing. Salary range is based upon experience and skill set.

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