



Dublin Building Systems

Design • Build • Service

JOB DESCRIPTION – STAFF ACCOUNTANT

DUBLIN BUILDING SYSTEMS SUMMARY

Dublin Building Systems specializes in top quality commercial and industrial construction. Our design-build capabilities are best demonstrated by the wide variety of buildings we construct, including manufacturing plants, warehouses, corporate headquarters, office buildings, medical facilities, aircraft hangars, retail and sports facilities.

At Dublin Building Systems, we provide dynamic career opportunities and mentoring for our employees. We encourage leadership training and continuing education at all levels. We are proud of our emphasis on fostering a strong sense of family through caring, mutual respect and promoting a strong work/life balance. We continuously strive to recruit, develop and retain the best talent.

POSITION SUMMARY

The Staff Accountant supports the day-to-day accounting operations of the company, including accounts payable, payroll accounting, accounts receivable, cash management, account reconciliations, job costing, and financial reporting. This position reports directly to the Chief Financial Officer (CFO). It is designed for an individual seeking to build a well-rounded career in accounting, with opportunities to gain experience across all areas of the accounting function and assume increasing responsibility as experience and business needs evolve.

ESSENTIAL FUNCTIONS

- Support the day-to-day accounting operations of the company
- Process accounts payable and administer company payroll
- Assist with accounts receivable activities
- Prepare cash and account reconciliations
- Assist with month-end and year-end close
- Support construction accounting, including job costing and project reporting
- Maintain accurate accounting records and supporting documentation



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- Promote DBS standard of safety and quality
- Represent DBS in a professional and productive manner

RESPONSIBILITIES

- Process vendor invoices, payment applications, and weekly check runs
- Administer payroll, ensuring timely and accurate payroll processing and compliance with applicable federal, state, and local regulations
- Maintain payroll records and assist with payroll reporting and employee payroll inquiries
- Maintain vendor records and resolve invoice discrepancies
- Reconcile vendor statements and communicate with vendors regarding payment issues
- Assist with customer invoicing, payment application, and collections
- Perform daily and monthly bank reconciliations
- Prepare general ledger journal entries
- Reconcile balance sheet accounts
- Assist with month-end and year-end close processes
- Support job costing, work-in-progress reporting, and other construction accounting functions
- Assist with annual audits and other financial reporting requirements
- Work closely with project managers and other departments to support project accounting
- Perform other related duties as assigned

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or a related field required
- One to five years of accounting experience preferred
- Payroll processing experience preferred
- Construction accounting experience is preferred but not required
- Strong attention to detail and organizational skills
- Ability to manage multiple priorities and meet deadlines
- Strong communication and interpersonal skills



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- Key competencies include initiative, communication, teamwork, and dependability

Technical Skills Preferred: MS Office, Foundation Construction Software, Procore

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodation, to successfully perform the essential functions of this job.

The Staff Accountant is regularly required to:

- Walk, climb stairs, sit and stand
- Talk and hear at normal levels
- See with close vision, distant vision, color vision, peripheral vision, depth perception and have the ability to adjust focus
- Reach with hand and arms

COMPENSATION AND BENEFITS

- Competitive salary, weekly pay periods paid via direct deposit
- Company-provided cell phone (or monthly allowance for personal phone)
- Salary and performance review on an annual basis
- Year-end bonus dependent on company and individual performance
- Comprehensive medical, dental and vision
- Flex plans
- Life insurance
- 401K with employer matching
- PTO
- Company holidays

Dublin Building Systems is an equal opportunity employer