



8275 SAN LEANDRO STREET | OAKLAND, CA 94621 | P: (510) 632-3173 | F: (510) 632-0732

Accounting Manager

Monterey Mechanical:

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$65 million with approximately 70% construction, 20% HVAC and metal fabrication and 10% industrial maintenance.

With more than 80 years of continuous service, we are passionate about providing our employees opportunity for career advancement and a great place to work. We are family-orientated and highly value the expertise and experience of our team.

We offer:

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary

Position Summary:

Supervised by CFO; manages and coordinates the company accounting database system by performing the following duties personally and through subordinate staff.

Responsibilities:

- Supervises Accounts Payable Department and Receptionist
- Account Payable: Process Subcontract Invoices and validates compliance issues: insurance, Certified Payroll, lien waivers, etc. Ensure an accurate and timely monthly and year end close. Manage the annual 1099 filing process.
- Account Receivable: Process Daily deposits, follows up on past due clients, manage lien waivers, etc. Ensure an accurate and timely monthly and year end close.
- Records and maintains entries for daily repair and maintenance work order information for equipment yard.
- Maintains fixed assets records on Intuit software for financial reporting purposes.
- Assists the CFO in preparing required reports for monthly bank reconciliation, tax reports, and fiscal year-end audits.
- Quarterly Sales Tax Return preparation and filing.
- Performs other duties as assigned.

Qualifications:

- Requires a degree in accounting or its equivalent from an accredited institution and five or more years related construction accounting experience and/or training; or equivalent combination of education and experience.
- Knowledge about construction application software such as Sage 300.
- Ability to manage data entry records on a computerized database and print a variety of computerized reports tailored to meet the company's needs.
- Ability to accurately calculate figures and amounts that include but are not limited to interest, percentages, basic algebra and geometry.
- Ability to work cooperatively with supervisor/s, co-workers, managers, employees, business associates and customers.

Physical Requirements:

The work environment characteristics described below are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to exert 10 to 20 pounds of force or more frequently, and to lift, carry, push or otherwise move objects.
- Work involves sitting, standing, walking, kneeling, bending, and climbing for varied amounts of time.

Salary Range:

\$90,000 to \$120,000 Annually

- Pay may vary based upon relevant experience, skills, location, and education among other factors.

Equal Opportunity Employer, M/F/D/DV

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.