

SENIOR STAFF ACCOUNTANT

Murray Franklyn is a highly successful home builder and real estate developer celebrating over 50 years in the Puget Sound area. We are seeking a full-time Senior Staff Accountant with a minimum of 5 years' experience in all aspects of accounting. This position requires a strong attention to detail. The ideal candidate will have knowledge and experience in the following areas:

SUMMARY OF DUTIES:

- Prepare and review monthly financial statements for approximately 45 companies
- Apply knowledge of accounting policies and procedures to month end closing entries
- Support and assist construction managers with job costing including work-in-progress and monthly job cost reporting
- Review and record home sales to buyers, including analysis of budgeted versus actual costs
- Prepare entries to record land acquisitions and sales
- Prepare monthly reconciliations of subsidiary accounts to the general ledger
- Prepare entries to record daily cash receipts and disbursements
- Process semi-annual payments of property taxes and review for completeness
- Prepare state and local B & O tax returns
- Process accounts payable and general ledger entries related to intercompany transactions
- Assist with external accountants with annual financial statement audit
- Review and verify invoices and employee credit card charges for proper approval and accuracy
- Review invoices for proper sale tax charges
- Respond to both employee and vendor queries in a timely and effective manner
- Assist other members of the accounting team on an as-needed and as-time permits basis
- Special projects as needed

REQUIRED QUALIFICATIONS:

- Accounting Degree Required
- 5 Years accounting experience (construction experience strongly preferred but not required)
- Strong attention to detail
- Ability to work in a fast paced environment and handle high volume transactions
- Experience with Microsoft Dynamics AX preferred and all Microsoft products required

This is a full-time non-exempt position. We offer a great benefit package including Medical, Dental, Vision, Life Insurance and 401k with match. We are an Equal Opportunity Employer.