

Job Description

Accountant

GENERAL CONSTRUCTION (GC)

When you join our team, you are in the right place for your career growth and to utilize your talents and potential. we are a full Engineering, Procurement, Construction, and Maintenance (EPCM) company serving clients in Oil & Gas, Mining & Metal, Petrochemical, Power, Civil Infrastructure, Water industries in U.S. and around the world.

Servicing our customers through our diverse business divisions, we offer challenging assignments on some of the world's largest and most complex projects. Our clients value us because they know we could deliver. General Construction is headquartered in Houston, Texas and has opportunities throughout the U.S., Canada, Mexico and China.

General Construction Group is looking for an **Accountant** for our Houston office. Job duties will include but not limited to the following:

Roles & Responsibilities:

- Provide professional accounting management duties applying diversified knowledge and experience of accounting practices to support the organization and projects.
- Support senior management and operating groups and internal customers by providing economic, financial, and accounting consulting assistance.
- Develop Company's financial and accounting systems, processes, policies, and procedures.
- Challenge status quo and recommend accounting-related process improvements.
- Develop and prepare standard reporting of financial data using advanced excel skills.
- Filing employment contracts, organization documents and maintenance of data. Must be well organized and detail oriented.
- Compose presentations, memos, letters, reports, and other documents as needed.
- Perform complex account reconciliations and associated analysis.
- Understand organizational structure and core businesses of the Company.
- Prepare and post journal vouchers which may include consolidations and eliminations.
- Must have a strong understanding of financial and treasury concepts and current knowledge to evaluate various financing alternatives.
- Interacts with other departments to resolve financial related issues.
- Coordinate financial report preparation and analysis. Meet deadlines and work well under pressure to produce accurate and timely results.
- Must have excellent analytical skills, including financial modeling and other quantitative abilities.
- Excellent listening and speaking skills are required.
- Must have the ability to keep information confidential.
- Must have excellent communication skills both verbally and in writing.

Professional Certification: Accounting Certification preferred.

Experience: Five (5) to ten (10) years of corporate accounting experience.

Education: Undergraduate/graduate degree in accounting and a minimum of five (5) years of experience in Accounting.

Intermediate to advanced computer hardware/ software literacy. Spanish language skills desirable.

Benefits:

General Construction Group offers a selection of competitive lifestyle benefits which could include a 401K plan with company match, pension, medical, dental, vision, life insurance, flexible spending account, disability, paid time off, or flexible work schedule. We support career advancement through professional training and development.

EOE:

General Construction Group is Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.