



DESIGN | BUILD | DEVELOP

## Financial Reporting Accountant

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**Report To: CFO**

**Status: Exempt, 45 hours weekly**

### Job Summary

Ghidorzi Companies is hiring a Financial Reporting Accountant. This key member of our Accounting team reports to the CFO and collaborates with all areas of Ghidorzi Companies to drive financial excellence throughout our design build construction, real estate development and hotel management business.

### Primary Responsibilities

- Prepare general ledger account entries by compiling and analyzing account information.
- Prepare monthly financial statements, special reports and cash flow reports.
- Complete monthly bank reconciliations.
- Assist the CFO on annual budgeting, quarterly reporting as well as on special projects.
- Maintain inventory of property loans and process automatic payments; set up new loan payments as needed.
- Prepare year-end tax work papers for all company properties.
- Prepare and file mandatory monthly, quarterly, and annual reports with the appropriate Federal, State, and Local agencies.
- Enter daily information from the Hospitality Group.
- Prepare cash reports.
- Perform variance analysis on financial statement preparation and comparisons.
- Process biweekly payroll.
  - Maintain employee databases in Sage and HH2 payroll software.
  - Analyze, prepare and input payroll related data needed to process and meet payroll deadlines while adhering with applicable state and federal wage and hour laws.
  - Process the transfer of ACH payroll.
  - Prepare and submit biweekly, monthly, quarterly and year-end payroll information to comply with government regulations.
  - Prepare labor reports for invoicing.
  - Compile payroll data and provide reports to executive management each payroll.
  - Maintain unemployment compensation data and compile reports for CFO.
  - Maintain all payroll deductions, garnishments, insurance and 401K deductions, and prepare necessary payments.
  - Complete W-2's and ACA reporting at year end.
  - Stay current on payroll software updates and changes in wage and tax laws.
  - Maintain PTO information for all employees and submit reports to managers.
  - Monitor benefit eligibility monthly.
- Hold confidential information in strictest confidence.
- Other duties assigned as needed.

### Qualifications

- Bachelor's degree in Accounting.
- A minimum of five years of experience with proven knowledge of cost, general accounting, financial analysis, and financial management concepts and techniques.
- Accounting experience in hospitality, real estate, and/or construction field is a plus.
- High technology proficiency, especially performing accounting functions online, in Microsoft Excel and in various software applications.