



## Senior Accountant

### Company Overview

Valley Paving was founded in 1978 with the goal of providing the highest quality road construction and paving services in the eleven-county metro area of the Twin Cities. In its second generation, that vision continues today with a proven record of award-winning projects throughout the area. We are a family-run business, which prides itself on superior talent and project management throughout our field operations, integration of the newest technologies on the market and quality final products for the traveling public and the owner. For more information on who we are, please visit [www.valleypaving.com](http://www.valleypaving.com)

### Position Summary

Responsible for supporting the financial operations of the company through ownership of key accounting processes including month-end closing, balance sheet reconciliations, job cost accounting, and financial reporting support. This role is in-person/on-site and helps ensure accurate financial records, strong internal controls, and reliable reporting while supporting operational decision-making and compliance requirements.

### Core Responsibilities

- *General Accounting & Month-End Close*
  - Prepare reconciliations, journal entries, and supporting schedules as part of the monthly close process.
  - Record and review journal entries related to accruals, prepaids, and other general accounting activity.
  - Maintain supporting documentation to ensure accuracy and audit readiness.
  - Assist in maintaining internal controls and accounting procedures.
- *Financial Reporting & Analysis*
  - Assist in preparation of monthly financial statements and internal management reports.
  - Analyze account balances and investigate variances from budget or prior periods.
  - Support preparation of schedules used for financial reporting and management review.
- *Job Cost & Project Accounting*
  - Review job cost activity for accuracy and proper coding.
  - Assist in maintaining job cost records and supporting project financial reporting.
  - Support WIP schedule preparation and related project cost analysis.
  - Work with operations and project teams to resolve cost coding or job cost discrepancies.
- *Pit & Plant Accounting Support*
  - Process pit and plant sales invoicing, including internal and external material sales.
  - Gather and reconcile production and sales information from the scale shack and related operational reports.
  - Enter and maintain pit and plant production, sales, and inventory data within the ERP system.
  - Reconcile scale ticket activity to invoicing and accounting records.
  - Coordinate with operations to resolve discrepancies in quantities, pricing, or ticket documentation.
- *Intercompany & Bank Reconciliations*
  - Prepare and maintain bank reconciliations for multiple entities.
  - Track and reconcile intercompany transactions and balances.
  - Ensure timely resolution of reconciling items and discrepancies.



- Record customer payments, reconcile deposits to bank activity, and maintain AR subledger accuracy.
- Compliance & Tax Support
  - Prepare sales & use tax filings and related compliance reporting.
  - Support Controller in gathering data for external accountants with year-end financial review and tax preparation requests.
  - Maintain documentation and schedules required for audits, reviews, and regulatory reporting.
- Process Improvement & Operational Support
  - Identify opportunities to improve accounting workflows and documentation.
  - Assist in development and maintenance of accounting procedures and internal controls.
  - Support implementation and improvement of accounting systems and reporting tools.
  - Provide cross-functional support to contract administration and payroll functions, including assistance with owner billing preparation, contract documentation, change order tracking, certified payroll reporting, and payroll processing support during peak workload periods.

#### Requirements/Qualifications

- 4+ years of progressive accounting experience, 2+ years in construction industry preferred
- Bachelor's degree in accounting or finance
- Strong understanding of general ledger accounting and financial reporting
- Proficiency in ERP construction accounting software (Viewpoint, Sage)
- Advanced Excel skills
- Excellent analytical, organizational, and communication skills

#### Compensation Package

- \$80,000 - \$100,000/year salaried
- Medical, Dental, Vision Insurance
- Health Savings Account
- Short & Long-Term Disability Insurance
- AD & D / Life Insurance
- 401k with Safe Harbor Match up to 4% of gross
- ESST-PTO Package

Valley Paving, Inc. is looking for qualified individuals who are self-motivated, hard-working, and looking to excel in the Heavy Highway Industry.

Valley Paving, Inc. is an affirmative action and equal opportunity employer. Valley Paving, Inc. recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

Please send resume and/or application requests to [trista@valleypaving.com](mailto:trista@valleypaving.com)