

Staff Accountant – Construction Accounting

Company: Confidential
Location: Cape Coral, FL (On-site)
Job Type: Full-Time
Schedule: Monday to Friday, 8:00 AM – 5:00 PM
Pay: \$70,000 - \$75,000/year

About Us

Our Company provides centralized accounting, payroll, and financial reporting services for a group of construction companies in Southwest Florida. We manage all accounting functions—payables, receivables, job costing, and reporting—to ensure accuracy, efficiency, and compliance across all entities. We're seeking a detail-oriented Staff Accountant with experience in construction accounting and multi-entity operations to join our growing team in Cape Coral, Florida.

Position Summary

The Staff Accountant supports the Controller in managing daily accounting operations, reconciliations, and monthly financial reporting for multiple construction-related entities. This position bridges the gap between Accounts Payable, Accounts Receivable, and financial reporting, ensuring all job cost and general ledger data is accurate in both BuilderTrend and QuickBooks Enterprise Desktop.

Key Responsibilities

- Maintain and reconcile general ledger accounts for multiple affiliated entities.
- Perform weekly bank, credit card, and intercompany reconciliations.
- Verify AP and AR entries for accuracy and proper job and GL coding.
- Reconcile BuilderTrend job cost data against QuickBooks Enterprise records.
- Process intercompany allocations and billings, including payroll costs.
- Assist with monthly financial statements, job-level P&Ls, and WIP schedules.
- Review payroll allocations by job and entity; assist with labor burden tracking.
- Monitor and resolve BuilderTrend–QuickBooks sync errors.
- Support month-end close, variance analysis, and partner-level reporting.
- Maintain digital filing and compliance records (W-9s, lien waivers, COIs, NTOs).

Qualifications

Required:

- Associate or Bachelor's degree in Accounting, Finance, or related field.
- 2+ years of accounting experience in construction or job-cost environments.
- Proficiency with QuickBooks Enterprise Desktop and Microsoft Excel (PivotTables, formulas, VLOOKUPS).

- Familiarity with BuilderTrend or similar construction management software.
- Strong analytical, organizational, and time management skills.

Preferred:

- Experience with multi-entity accounting and consolidations.
- Understanding of Florida Construction Lien Law and compliance documentation.
- Experience with Domo, Power BI, or other financial reporting tools.

Skills and Keywords

Construction Accounting, QuickBooks Enterprise, BuilderTrend, Job Costing, Reconciliation, Accounts Payable, Accounts Receivable, Multi-Entity Accounting, Financial Reporting, WIP Accounting, Construction Finance, Homebuilding, Intercompany Transactions, Payroll Allocations, Bank Reconciliation, Controller Support, Month-End Close, General Ledger.

What We Offer

- Competitive pay and growth opportunities.
- Stable, long-term position within a fast-growing construction management company.
- Collaborative, team-oriented environment focused on continuous improvement.
- Paid time off, holidays, and professional development support.

Schedule

- 8 hour shift
- Day shift
- Monday to Friday

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location

On-site at our headquarters in Cape Coral, FL