



ACCOUNTING SPECIALIST

COMPANY SUMMARY: Ironsite, Inc. is an employee-owned company that provides a unique combination of landscape and excavation services on public and private projects. The company has a long tradition of work in the Central Ohio area. Most importantly, we understand the value of relationships and trust, and this principle is woven throughout all we do.

POSITION SUMMARY AND RESPONSIBILITIES: The company is seeking an experienced individual for the role of Accounting Specialist. The Accounting Specialist is responsible for performing a variety of accounting and financial tasks to support the Finance Department. This role ensures accurate processing of invoices, reconciliations, and financial reporting while maintaining compliance with company policies and procedures. The position requires strong attention to detail, analytical ability, and the capacity to manage multiple priorities in a fast-paced environment.

We Are an Equal Opportunity Employer Committed to a Diverse Workforce.

HOW TO APPLY:

- Complete the company application at <https://ironsiteinc.com/employment/>
- We also request interested applicants to complete an assessment using this link <https://apply.select.wonderlic.com/8Y8N56/Ironsite>

KEY RESPONSIBILITIES:

- Accurately match and process invoices in a timely manner
- Review & input accounts receivable (AR), accounts payable (AP)
- Generate and issue customer invoices per job schedule
- Ensure invoices reflect approved scopes, change orders, and retainage
- Record and reconcile credit card transactions
- Process vendor invoices and expenses accurately and timely
- Code invoices to the correct job, location, and general ledger (GL) account
- Match invoices to purchase orders (POs) and resolve discrepancies
- Maintain vendor records, including W-9s and 1099 tracking
- Reconcile AP aging and vendor statements
- Assist with month-end closing
- Support lien waivers, compliance documentation, and other administrative accounting tasks
- Perform accurate and timely data entry for all accounting transactions
- Other duties as assigned

QUALIFICATIONS:

- Strong knowledge of general ledger accounting principles with a high degree of accuracy and attention to detail
- Excellent math skills
- Proficiency in accounting policies, financial reporting, and data analysis
- Advanced computer skills, including Microsoft Excel and accounting software

- Strong analytical and problem-solving abilities
- Excellent organizational and time management skills with the ability to meet multiple deadlines
- Demonstrated professionalism, teamwork, and effective communication skills with all levels of management, internal teams, and external clients
- Ability to work independently and take initiative for process improvement
- Successful completion of a background check required
- Must complete a pre-employment drug screen

PREFERRED QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or Business-related field and at least 4 years of financial management experience, or an equivalent combination of education and experience
- Experience in construction or project-based accounting
- Familiarity with lien waivers, retainage, and compliance documentation
- Knowledge of Computer Ease or job-costing systems

- **PAY AND BENEFITS INCLUDE:**

- Wages are hourly with overtime rate over 40 hours per week; pay checks are issued weekly
- Company Paid Medical Insurance
- Company Paid Life Insurance
- Optional Dental and Vision Insurance
- Optional Short and Long-Term Disability Plans
- Paid Time Off
- 401k Plan with Company Match
- Employee Stock Ownership Plan
- Paid Training and More...

ESSENTIAL JOB FUNCTIONS AND WORK ENVIRONMENT

- Occasionally Lift up to 20 pounds
- Stand or sit for extended periods of time; as well as stoop, bend, reach
- Operate basic office equipment such as copier, telephone, computer, tablet and smart phone
- Visually be able to discern distance, depth, and color
- Verbally communicate with others and to understand the verbal responses of others

THIS POSITION WILL FREQUENTLY BE EXPOSED TO THE FOLLOWING CONDITIONS:

This position operates in a professional office environment and routinely uses standard office equipment such as computers, phones, and filing systems. Some overtime may be required during month-end or year-end closing periods. This position may allow for some remote work after a successful introductory period.