



**Sheridan
Construction**

3 Years No Lost Time

Job Opportunity Senior level Accountant

Title: Senior Accountant

Location: Fairfield, Maine

Job Type: Full Time, Annual Salary

Company: Sheridan Construction, founded in 1947, is a premier full-service building construction company promoting quality, hard work, integrity, honesty, and dedication to its clients and personnel.

Summary: Sheridan Construction; performing work in the commercial, industrial, healthcare, technological, and educational sectors; is seeking a self-motivated candidate looking to join our Accounting Team.

Senior Accountant responsibilities, while under the direction of the Controller and the President:

- Supervise Payroll Administrators
- Manage 401k plan and group insurance plan
- Post and prove weekly job costs
- Generate invoices
- Daily bank monitoring and monthly bank reconciliation
- Post and prove accounts payable and receivable entries
- Project forecast reconciliation and reporting
- Financial reporting

Knowledge, Skills, and Abilities:

- Bachelor's Degree in the accounting field plus five (5) years of construction accounting experience preferred.
- Excellent written and oral communication skills.
- Ability to work independently, as well as the ability to multi-task and manage changing priorities – requiring exceptional organizational skills.
- Proficient computer skills including MS Office products.
- Knowledge of Sage software and Procore is preferred but not required.
- Courteous, professional demeanor, and possess an energetic positive attitude.
- Willingness to continue education to expand knowledge base, and construction techniques/methodologies.

Sheridan Construction is ready to offer you:

- A culture that values opportunity for growth, skills development, and internal promotion.
- Support from the entire management team. Sheridan Construction's future is counting on your success.
- Continuous employment investing into your career growth. Sheridan Construction does not hire on a per project basis.
- Competitive base pay with paid vacation, holidays, and sick days.
- Periodic evaluations with salary adjustments.
- Comprehensive medical, disability, and life insurance.
- 401(k) retirement plan with employer matching program.

Sheridan Construction is an Affirmative Action and Equal Opportunity Employer. Veterans are strongly encouraged to apply.

If you wish to apply, please visit our website at www.sheridancorp.com or mail resume to:

Sheridan Construction

P O Box 359

Fairfield, ME 04937

For further information, contact us at (207) 453-9311.

ALL INQUIRIES ARE CONFIDENTIAL



Building on our promise.

WWW.SHERIDANCORP.COM