



Title of Position
Financial Accounting Specialist

Team/Department
Corporate

Reports To
Business Operations Manager

Financial Accounting Specialist

H2E solves problems and does the right thing for industrial clients and team members. The result is world-class electrical engineering, process, and designs. We work with Mining, Light Metals, Hydro Electric, Cement, Aggregates, WWTP, Utilities, DOE, Food Processing, Manufacturing, and Wood Products clients in the US and other countries.

About Your Work:

Financial Accounting Specialist (FAS) mitigates risk and protects corporate assets by performing finance and facility support duties. In Finance, this includes maintaining financial data processing, providing reports, and communication to the Business Operations Manager (BOM), CFO, & CEO while supporting existing Staff Accountant Specialist. The FAS coordinates with the CFO to understand the long-term financial goals of the company and designs strategies and executable plans to achieve those goals. The FAS reviews contracts for financial requirements and risks to H2E. In facility support, the FAS serves as the point of contact and coordination for facility related actions and issues.

Responsibilities

- Quarterly reconciliation and preparation of financial statements for H2E and other holdings
- Review and assist with completed invoicing, employee reimbursement expenses, accounts payable, payroll, 401(k) plan, and accounts receivable
- Review and overall approval of client invoices & employee expense reimbursements for H2E and other holdings
- Review and assist with corporate taxes, e.g. B&O tax, quarterly payroll taxes for H2E and other holdings
- Review project and vendor contracts and purchase orders to/from H2E for financial requirements and risk to H2E per internal processes
- Process & Review annual IRS and State reporting requirements, e.g. 1099, W-2
- Overhead and Department Budget Management and Reporting
 - Coordinate and implement annual approved budgets
 - Quarterly reporting for budget stewards
- Maintain corporate model, revenue targets and overhead calculations, and provide monthly and quarterly reports
- Process quarterly and yearly income tax preparations and dividend distributions for H2E and other holdings
- Review and provide status on revenue accounting reporting requirements by state, tax implications, and recommendations



Financial Accounting Specialist

- Review Deferred Labor reconciliations in coordination with the SAS
- Weekly expense reimbursement processing in coordination with SAS
- Maintain corporate insurance policies and renewals for H2E and other holdings
- Maintain corporate state and federal business licenses for H2E and other holdings
- Lead Quarterly financial reviews in Board of Directors meetings
- Manage and monitor Operational Budgets
- Support Staff Accounting Specialist as backup
- Coordinate and manage facility / infrastructure activities

Qualifications

- Bachelor's degree in Accountancy, preferred
- CPA with audit background, preferred
- 7-10 years private industry experience

Requirements

- Excellent communication and presentation skills
- An analytical approach to problem solving and decision making
- A solid understanding of financial statistics and accounting principles
- A working knowledge of all statutory legislation and regulations
- Ability to hear/process feedback and improve
- Additional insured on corporate insurance policy
- Sign letter of accountability

What H2E Offers

- Competitive Wages
- Health/Dental/Vision Benefits
- 401k/Profit Sharing
- Flexible Hours
- Holiday, Sick, and Vacation Time
- Opportunity for Advancement
- Amazing Team Environment

How to Apply

Please review the position posting and respond with cover letter and resume.
Apply via E-mail to recruiting1@H2Einc.com.