



Accountant/Financial Analyst

Modernfold is currently seeking an experienced Accountant or Financial Analyst to join its financial staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Portfolio management of accounts
 - Collect accounts receivable monies by analyzing open balances
 - Take appropriate action to contact past due customers
 - Meet or exceed assigned DSO and past due invoice goals
 - Apply cash payments and provide monthly account statements
- Conduct thorough credit analysis on new and existing customers utilizing: Financial Statements, credit rating agencies, bank & trade references, sales and payment history data and over available sources as needed
- Recommend appropriate customer credit limits based on analysis and customer need
- Analyze payment trends by customer or customer groups; take action to address and/or notify management when necessary
- Reconcile account detail to general ledger
- Provide analysis and support during audit process
- Responsible for job analysis of constructions projects
 - Ownership of tracking, billing, completing waivers, providing certificates of insurance, bond requests, percentage of completion calculations and general ledger entries
 - Identify areas of continuous improvement and drive to completion
- Work on ad hoc projects and provide support to other staff members
- Document internal controls and segregation of duties within the organization

QUALIFICATIONS

- Bachelor of Science in Accounting/Finance
- Strong attention to detail and willingness to learn
- Good organizational skills
- Ability to define problems, identify solutions and follow through to completion
- Ability to multi-task and prioritize
- Ability to work independently and as a strong team player
- Excellent written and verbal communications skills
- Excellent customer service skills
- Strong familiarity with Microsoft Office applications
- ERP knowledge a plus
- Experience with Construction Accounting

Prefer experience but would be an excellent opportunity for a new college graduate.

If interested, please send your resume to hr@modernfold.com