



BUILD. TRUST. NO LIMITS.

## **Staff Accountant**

IMPACT Strategies, Inc., is expanding its team to include an experienced Staff Accountant. Headquartered in Fairview Heights, Illinois, IMPACT has earned recognition as a premier commercial builder by establishing lasting customer relationships based on trust, accountability and exceptional value.

The Staff Accountant will have responsibilities in multiple aspects of Accounting and HR Administration. The Staff Accountant reports to and seeks direction from the Chief Financial Officer.

### Primary Responsibilities:

- Weekly union field payroll, including payroll taxes
- Project certified payroll reporting
- Monthly union reporting
- Credit card management
- Project contract/change order processing
- New project setup
- HR assistance, including employee benefits, recruiting, onboarding
- Assist Chief Financial Officer with projects as needed

### Requirements:

- Bachelor's degree in Accounting or Business Administration, Preferred
- Intermediate knowledge of Microsoft Outlook and Excel
- Organized, accurate, problem solver and ability to multitask
- Excellent communication skills, verbal and written
- Strong sense of accountability
- Ensure confidentiality and professionalism is maintained with information

IMPACT offers a competitive salary commensurate with experience and qualifications, generous company benefits including health insurance, 401(k) retirement program with company match, discounted gym membership and much more. Our work environment is fast-paced and fun, with opportunities for growth and advancement.

IMPACT Strategies, Inc. is an Equal Opportunity Employer.