



6799 Kennedy Road, Unit F, Warrenton, VA 20187
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ACCOUNTING MANAGER / ASSISTANT CONTROLLER (PART-TIME)

DOWNEY & SCOTT, LLC is an award winning Construction Management Services firm seeking an Accounting Manager / Assistant Controller to join our team of professionals. As a small business based in Warrenton, Virginia, we offer competitive pay, flexible work hours, and strongly believe in providing opportunities for both personal and professional growth.

JOB DESCRIPTION:

Prepare and record the payroll, accounts payable, banking and other routine transactions for the company in order to prepare accurate and timely financial reports. Maintain files, records, schedules, and supporting documentation for all transactions for audit and tax preparation.

REQUIREMENTS:

- Proven work experience as Accounting Manager, Accounting Supervisor, Finance Manager or Assistant Controller
- Excellent knowledge of generally accepted accounting and bookkeeping principles, practices, standards and ethics
- Medium to advanced computer skills in Microsoft Office and QuickBooks
- Minimum 7 years' experience with accounts payable, accounts receivable, billing, payroll, bank reconciliations, human resources/benefits, commercial insurance, and preparation of audit and tax schedules for outside auditors and tax preparer.

PERSONALITY TRAITS:

- Ability to work independently.
- Views confidentiality, loyalty, teamwork, and professionalism as essential to success.
- Excellent time management skills; ability to prioritize, make smart decisions/problem solve, set and achieve goals, multitask, think strategically, and respond quickly to inquiries.
- Detail oriented and highly organized.
- Ability to adapt and participate in other tasks and/or areas as needed.

OTHER:

- Office location - Warrenton, Virginia (Vint Hill area)
- Small, family-friendly company
- 15-25 hours per week

To be considered, submit your resume and a cover letter including a summary of qualifications and salary requirements.

DOWNEY & SCOTT, LLC is an equal opportunity employer.

- ~ Email resume to: careers@downeyscott.com
- ~ Visit our website: www.downeyscott.com