

# **Staff Accountant – HM White LLC**

**Location:** Detroit, MI (soon to be Livonia, MI)

**Department:** Accounting

**Reports To:** Controller

## **Position Summary**

The Staff Accountant is responsible for performing and overseeing core accounting functions within a union construction environment, including Accounts Payable, Accounts Receivable, union payroll support, job cost accounting, and General Ledger activities. This role operates with moderate independence, supports project teams and payroll, and plays an active role in month-end close, compliance, and financial reporting. The ideal candidate has hands-on construction/manufacturing accounting experience and a solid understanding of union and project-based accounting requirements.

## **Key Responsibilities**

### **Union Payroll & Job Cost Accounting**

- Support union payroll processing, including review of payroll data for accuracy and completeness
- Assist with certified payroll reporting, prevailing wage compliance, and union fringe benefit tracking
- Ensure labor, equipment, and overhead costs are accurately posted to jobs and cost codes
- Review job cost reports and investigate variances
- Reconcile payroll balance sheet accounts during month-end close

### **Accounts Receivable & Construction Billing**

- Prepare and review progress billings, including AIA billing and Sworn Statements
- Track contracts, change orders, retainage, and billing schedules
- Apply customer payments and reconcile AR balances
- Monitor AR aging and coordinate with project managers on collections
- Prepare lien waivers and other billing-related compliance documentation
- Assist with Work in Progress reports for month-end close
- Manage different customer portals for billing requirements

### **General Ledger & Month-End Close**

- Prepare and post journal entries
- Perform balance sheet and job cost reconciliations
- Actively participate in month-end and year-end close processes
- Assist with preparation of internal financial reports and schedules
- Assist with variance analysis for internal financial meetings

## **Accounts Payable & Subcontractor Accounting**

- Process and review vendor and subcontractor invoices for accuracy, approvals, and proper job cost coding
- Monitor subcontractor compliance documentation, including W-9s, insurance certificates, and lien waivers
- Track and reconcile subcontractor retainage
- Resolve vendor and subcontractor issues independently and escalate complex matters as needed

## **Compliance, Reporting & Audit Support**

- Ensure compliance with union agreements, construction contracts, and internal accounting policies
- Support external audits, bonding requests, and regulatory filings by preparing schedules and documentation
- Assist with sales/use tax filings, as applicable
- Recommend and support process improvements and internal control enhancements

## **Mentorship & Collaboration**

- Provide guidance and informal review support to payroll and accounting clerks
- Serve as a point of contact for project managers on routine accounting and billing matters
- Collaborate cross-functionally with payroll, operations, and project teams

## **Qualifications**

### **Required**

- Bachelor's degree in Accounting, Finance, or a related field
- 2–5 years of accounting experience, preferably in construction or project-based environments
- Experience supporting union payroll, certified payroll, or prevailing wage environments
- Working knowledge of GAAP and construction accounting principles
- Strong proficiency in Microsoft Excel
- Strong proficiency in learning new software systems

### **Preferred**

- Experience with construction ERP systems (Foundation Software)
- Familiarity with WIP schedules and percentage-of-completion accounting
- Prior experience supporting audits or bonding requirements

## **Skills & Competencies**

- Strong analytical and problem-solving skills

- Ability to manage multiple priorities and deadlines independently
- Effective written and verbal communication skills
- High attention to detail with the ability to see broader financial impacts
- Collaborative, dependable, and process-improvement oriented

## **What We Offer**

- Annual performance evaluations and pay reviews based upon individual/company performance
- Salaried position with annual bonus opportunities
- BCBS Healthcare with Health Savings Account (company pays 100% for healthcare premium plus contributes a monthly allowance into each employee's HSA account)
- 401k retirement plan with company match
- Profit sharing component of 401k – discretionary annual contributions
- Partial work from home opportunities

## **Company Highlights:**

- Company was established in 1936
- Nationwide leader in Metal Fabrication for over 85 years
- Specialized in paint finishing process systems for over 40 years
- Company is focused on growing operations in the US
- Ownership is very involved in day-to-day activities and working directly with all staff
- Migrated to Foundation Software on January 1st, 2025
- Microsoft SharePoint cloud-based file server
- Company headquartered in Detroit, MI with sheet metal fab shop, and will be relocating to new office in Livonia mid-2026
- Field operations spread across the US and Canada