

JSD is seeking an experienced **Accountant** to join its team. The position will be in the head office located in Portlaoise, Co. Laois. The successful candidate will report directly to the Finance Director. The successful Candidate will have worked in a similar capacity previously and have a strong knowledge of finance and accounting in a construction environment.

To assist and support the accounts department in all major functions, initially in the area of accounts payable, with progression to dealing with all areas of the accounting function, as follows:

Accounts Payable and Receivable:

- Process and record incoming invoices and outgoing payments.
- Reconcile supplier statements and resolve any discrepancies.
- Generate customer invoices and monitor accounts receivable.

Expense Management:

- Review and process employee expense claims.
- Ensure adherence to the company's expense policies and guidelines.

Bank Reconciliation:

- Perform regular bank reconciliations to ensure accuracy.
- Investigate and resolve discrepancies in a timely manner.

Payroll:

- Payroll preparation and processing

The position will involve the following main duties: -

- Review month end supplier payment run.
- Maintain Fixed Asset register.

Assist the Financial Director in the following areas:

- Quarterly Management Accounts.
- Preparation of financial reports as needed.

Responsibilities:

- Accounts Payable, statement reconciliations and payment runs.
- Liaise with Quantity Surveying department to ensure all costs are verified.
- Ensuring Credit Card reports and out of pocket expenses are validated, approved, and processed in a timely manner.
- Maintain Fixed Asset Register.
- Posting monthly journals as appropriate.
- Assist in the production of management accounts.
- Other finance/administrative duties as required.

Education & Skills:

- 3rd level accounting qualification/degree essential.
- Previous experience in a busy finance department.
- Excellent computer literacy with strong working knowledge/experience in Excel essential.
- Strong communication and interpersonal skills.
- Excellent numeric and organisational skills.
- Ability to work methodically through problems with excellent attention to detail.

Key Requirements:

- Minimum 2 to 3 years experience in a similar role, (Construction related experience a distinct advantage).
- Excellent IT skills.
- Proficiency in Sage 50 Accounts.

Applications are invited in the strictest of confidence. JSD is an equal opportunities employer.

Forward applications to info@jsdcontracting.ie