

Geotechnical & Environmental Services, Inc.
Job Description

JOB TITLE: **Accounting Supervisor**

Summary:

The role of the Accounting Supervisor is to manage all internal accounting and financial operations of the company, and to supervise and coordinate all resources provided by GES within the accounting team. The Accounting Supervisor will develop the Accounting team to support high quality deliverables. Responsible for the firm's accounting practices and implementing the company's financial strategy. Oversee the company's financial accounts, internal auditing, cost accounting, budgetary controls, and cash management functions. Monitor, analyze, and report operating results in terms of costs, budgets, policies of operations, trends, and other issues.

Essential Functions:

1. Company Budgets
 - Annual preparation of Net Revenue Tracking Projections
 - Annual preparation of Company Budgets including Strategic Budgets, Location Budgets, and subsidiary individual budgets.

2. Financial Reporting
 - Monthly Bank Reconciliations for both GES & Eagle Drilling
 - Maintain Simple & Prepaid Spreadsheets and create journal entries for both.
 - Intercompany expenses, invoicing, and monthly journal entries
 - Audit for accuracy monthly financial reporting including income statement, balance sheet & cash flow statement.
 - Review income and expense accounts for coding accuracy and make journal entries as necessary.
 - Send financial reports to outside CPA by the 15th of the month with the previous month closed out by the 15th of the month.
 - Maintain capital expenses and depreciation of those purchases.

3. Company Management Reports
 - Verify that all the Project Manager's have completed their PM Maintenance each month by established deadlines.
 - Pull Projections report on the 1st of the month and review for any anomalies. Discuss any issues with Project Managers and have them make any necessary changes.
 - Once invoicing is completed, pull the Monthly Client Invoice Register and review it for accuracy.
 - With the Projections Report and Monthly Client Invoice Register complete the Monthly update on the Net Revenue Tracking Spreadsheet. Discuss with President for any necessary changes.
 - Update Company Budgets including Strategic Budgets, Location Budgets and subsidiary individual budgets including reviewing

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projections remaining expenses and adjust accordingly based on conversations with senior management.

- Analyze financial data on these reports to make recommendations to management reports.
- Distribute final Company monthly budgets to designated managers and staff by 15th of the month.
- Meet with management monthly to discuss monthly budgets and advise them on decisions that could be made based on the reports
- Other Ad-hoc reports including Mid & Year End Vital Signs Summary, MMT 12 Months report, etc.

4. Cash Flow/AP Check Run

- Review Projected Payments Report and Pre-Check Register from the Accounting Assistant.
- Complete a Cash Flow Analysis report bi-monthly
- Enter approved check run into Meadows Bank. Send approval email to President.

5. Company Taxes

- Review Sales Tax report from Accounting Assistant and file monthly sales tax for both GES & Eagle Drilling.
- Calculate & File quarterly MBT taxes for both GES & Eagle.
- Work with outside CPA to complete annual Commerce Tax & Personal Property Tax.
- Review Quarterly Payroll Tax Reports for accuracy with outside CPA.

6. Maintain Company Financial Relationships

- Coordinate with outside CPA as needed
- Completes tasks needed by CPA
- Point of Contact for staff and management for accounting and/or financial questions.

7. Training:

- Train APM's and PM's on applicable accounting functions as needed.
- Train APM and PM staff on Ajera Project Manager reports as needed.
- Train all new hires on Vital Signs Dashboards as needed.
- Train all managers on budget reports as needed.

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- Train accounting functions to designated individuals as needed.
8. Oversee AP & Invoicing
- Oversee all accounts payable for accuracy.
 - Oversee all accounts receivable for accuracy and maintain working relationships with clients' accounting departments.
 - Oversee Accounting Assistant(s) work and verify accuracy and timeliness.
9. Collections:
- Review weekly collections report from AA.
 - Meet with PM's/BM's and accounting assistant assigned to collections when collections reach 60-90 days (depending on client) and make a game plan.
 - Meet with President monthly to report and discuss outstanding issues.
10. Maintain Firms Accounting Records:
- Maintain accurate and compliant accounting records for the company.
11. Accounting for LLC's:
- Maintain Northport, GES Leasing, Coronado Land, Tri-State Ventures, etc. corporate files.
 - Complete accounting functions as assigned by the President including Accounts Payable, Financial reports, Use tax, etc.
12. Supervisory Responsibilities:
- Lead and mentor Accounting staff.
 - Set goals and conduct effective 1-2-1's with Accounting staff.
 - Create Success Profiles for new Accounting staff.
 - Allocate workload to Accounting staff in a manner that encourages collaboration and harmony.

Desired Outcomes or Results: The President will be well informed and advised by the Accounting Supervisor on all financial matters regarding the company and its affiliates. Accounting manager will take responsibility that all reports and forms are prepared and submitted accurately and in a timely manner, enabling GES to perform professional services at a high level of proficiency with a high level of staff morale and motivation, all

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while remaining compliant with applicable laws This will serve as one of the means of achieving GES' overall corporate goals and objectives. The incumbent will understand and strive to meet all client needs, maintaining outstanding relationships with both staff and clients. All sensitive financial information will be held in strict confidence unless directed to release information by the President.

Education, Knowledge, and Skills Required or Desirable:

- Bachelor's Degree in Accounting or equivalent
- At least 5+ years of relevant experience, with experience in job cost accounting on both a cash and an accrual basis desirable
- Ability to prepare accurate and timely financial statements, tax reports and other documents and reports
- Supervisory, management and leadership skills with a proven ability to maintain excellent relationships with staff, clients and vendors
- A high level of computer proficiency and experience with the following computer software: Database and Accounting software programs (preferably including Ajera Software), and Excel (proficient and experienced with advanced graphing).