Sordoni Construction Company

Title: Staff Accountant

Location: West New York, NJ and Bedminster, NJ

Job Type: Full-Time (Entry Level)

Compensation Type: Salary

Start Date: ASAP

Primary Responsibilities:

- Process Accounts payable
- Assist with job close out & other “controls” procedures
- Account reconciliations
- Compiling and analyzing financial information
- Assist with general accounting month-end closing procedures
- Complete special projects as needed and other duties as required by management
- Contacting customers and vendors
- Function as “Job Site Accountant” and follow all jobsite safety protocols including OSHA 10
- Assist with monthly client invoicing

Qualifications:

- Strong computer/technical skills with proficiency in using Microsoft Office applications
- Bachelor’s in Accounting, Finance, Business or related field
- Must have own means of reliable transportation and be willing to travel throughout NJ as well as NY & PA
- Strong technical and organizational skills in addition to excellent written and verbal communication skills, in a professional environment.
- Proficient in Microsoft Office applications (Excel, Word, and PowerPoint)

Application Instructions: Email Resume and Cover letter to Tim Lorenzo Human Resources Manager at tim.lorenzo@sordoniconstruction.com or call 908-879-1130.

About the Organization:

Quality, Experience, Professionalism, Integrity

Sordoni Construction Co. carries on the century long tradition of delivering highly successful projects by providing the best construction and client service with utmost professional integrity.

Regardless of project type or size, our extremely talented and courteous construction professionals have the in-depth and extensive experience to accurately budget, successfully plan, procure and build virtually any project. From Private Developers to Fortune 500 Corporations, from small retail constructions to sprawling institutional campuses - Sordoni Construction Co. has the knowledge and expertise to get the job done on time and within budget.
Our Mission

Building Relationships

Developing strong relationships that will lead us to being the preferred building construction company among our current and potential clients and business partners is Sordoni Construction Co’s primary goal. As a mission-based organization, we fully understand that we must always go beyond “business as usual” to ensure customer satisfaction and to exceed expectations. We, as individuals, as a team and as a company are fully committed to going the extra mile on everything we do. We want to be recognized industry wide for delivering extraordinary service, creative thinking and breakthrough results.

Specialties


Disclaimer Information: Sordoni Construction is an Equal Opportunity Employer