



PARAMOUNT

MECHANICAL CORPORATION

7053 GATEWAY CT., MANASSAS, VA. 20109

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Staff Accountant

Location: Manassas, VA

Industry: HVAC & Plumbing

Employment Type: Full-Time

Company Overview

We are a leading Mechanical firm specializing in HVAC and Plumbing maintenance, service and projects throughout the DMV and southern Virginia areas. Known for our commitment to quality and innovation, we are seeking a detail-oriented and proactive **Staff Accountant** to join our dynamic finance team.

Position Summary

The Staff Accountant will play a key role in supporting the Controller with monthly journal entries, account reconciliations and managing billings & collections. This position requires a strong understanding of billing processes which includes schedules of values, financial reconciliation, and collaboration with internal and external stakeholders. The ideal candidate is organized, analytical, and thrives in a fast-paced, project-driven environment.

Key Responsibilities

- Oversee daily financial transactions, with a focus on accounts receivable.
- Prepare and process client billings, including AIA schedule of value progress billings, applications for payment, and change orders in accordance with contract terms and project timelines.
- Reconcile monthly balance sheet accounts and credit card statements.
- Assist the Controller with month-end and year-end closing activities.
- Prepare monthly journal entries and support financial reporting.
- Apply incoming payments, resolve discrepancies, and maintain accurate AR records.
- Partner with the business units to support, monitor aging reports weekly and assist in collecting overdue accounts.
- Communicate with project managers, clients, and general contractors to resolve billing issues.
- Support external audits and ensure compliance with financial policies and procedures.

Qualifications

- Bachelor's degree in accounting, Finance, or a related field.
- 3+ years of accounting experience, preferably in construction or project-based environments.
- Strong knowledge of accounting principles and practices.
- Advanced proficiency in Microsoft Excel; familiarity with accounting software is a plus.
- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities, meet deadlines, and solve problems independently.
- High attention to detail and strong organizational skills.
- Team-oriented mindset with the ability to work independently.

Benefits

- Health, Dental, and Vision Insurance
- HSA Account
- LTD insurance / Life insurance
- 401(k) with 6% employer match
- Paid time off
- Annual bonus

Salary

- Based on experience

Email resume to: ncusher@paramount-mech.com

Paramount Mechanical Corporation is an equal opportunity employer and does not discriminate against employees or job applicants based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.