

Mastermind Construction LLC is a general contracting firm primarily focused on multifamily and commercial projects throughout New York City. Mastermind Construction was formed in 2008 and has built over 500,000 Square feet of buildings in New York. Mastermind Construction acted as a general contractor for luxury developments, affordable housing, commercial and mixed use properties.

Bookkeeper, Mastermind Construction LLC

The successful candidate will provide leadership and coordination of company financial planning, debt financing, and budget management functions. The position will ensure company accounting procedures and reporting to conform to generally accepted accounting principles.

Primary Responsibilities

- Direct and coordinate accounting, bookkeeping, finances and budget management functions
- Recommend benchmarks for measuring the financial and operating performance
- Monitor and analyze monthly operating results against budget
- Administrate daily operations of the finance and accounting department
- Prepare all financial reports
- Prepare financial outlooks and financial forecasts
- Ensure compliance with local, state, and federal budgetary reporting requirements
- Design, establish, and maintain a system to effectively accomplish the bookkeeping goals and objectives
- Coordinate financial audits and provide recommendations for procedural improvements

Knowledge and Skill Requirements

- Master's Degree in Finance, Accounting or Business with strong Accounting experience
- Five (5) to Ten (10) years' experience in a mid to senior level finance or accounting position
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of automated financial and accounting reporting systems.
- Knowledge of federal and state financial regulations
- Ability to analyze financial data and prepare financial reports, statements and projections
- Small and large project/program orientation
- Ability to simultaneously manage several projects