



## **Job Title: Accounting and Administration Manager**

### **Position Overview**

Emem Group is seeking an experienced Accounting and Administration Manager to support its growing real estate development and construction businesses. This hands-on role is responsible for accounting across Emem Group, MESH Construction, and related project entities, including monthly closes, construction job costing, financial reporting, cash-flow forecasting, and office administration. The position reports directly to the President and CEO. The successful candidate will initially perform the work independently and may help build and supervise bookkeeping, accounting, and administrative staff as the companies grow.

### **Key Responsibilities**

- Manage day-to-day bookkeeping and accounting for multiple related entities using QuickBooks Enterprise.
- Lead monthly closes and deliver entity-level and combined management reports by the 20th day of the following month.
- Prepare financial statements, bank and credit-card reconciliations, accounts-payable and accounts-receivable aging reports, intercompany reconciliations, and cash-flow forecasts.
- Maintain accurate records for capital contributions, member loans, distributions, intercompany advances, vendor payments, and Form 1099 reporting.
- Manage accounts payable and receivable, including invoice coding, payment lists, progress billings, retainage, collections, and supporting documentation.
- Maintain construction project accounting, including approved budgets, purchase orders, commitments, change orders, job costs, retainage, lien waivers, and certificates of insurance.
- Prepare owner, lender, and project draw packages and maintain complete receipt and invoice backup.
- Coordinate with project managers on cost projections and promptly identify budget overruns, margin erosion, discrepancies, and missing documentation.
- Prepare development budget-to-actual and forecast-at-completion reports and track project-entity capital activity.
- Prepare and update cash-flow forecasts and financial information for lenders, bonding companies, and loan-compliance reporting.
- Maintain company and entity records, licenses, insurance renewals, office files, supplies, vendors, and IT coordination.

### **Qualifications**

- 7+ years of accounting/bookkeeping experience, preferably in construction, real estate development, or a related industry
- Associate or bachelor's degree in accounting, finance, business administration, or a related field is preferred but not required.
- Strong knowledge of QuickBooks Enterprise; construction accounting experience is highly preferred



- Candidates without direct construction experience should have substantial job-cost accounting experience and the ability to learn construction billing, retainage, draws, commitments, and change-order accounting.
- Experience with multiple related entities, intercompany transactions, monthly closes, financial reporting, reconciliations, and accrual accounting.
- QuickBooks Enterprise experience is strongly preferred; strong QuickBooks Desktop or comparable accounting-system experience may qualify.
- Working proficiency with Microsoft Excel, Outlook, Word, Teams, SharePoint, Adobe Acrobat, and online banking portals.
- Strong judgment, confidentiality, organization, communication, problem-solving ability, and attention to detail.
- Hands-on, proactive, self-directed, and comfortable managing multiple entities, projects, priorities, and deadlines.

#### **Compensation and Benefits**

- \$75,000 to \$85,000 annual salary, based on experience.
- Health-insurance reimbursement.
- SIMPLE IRA with an employer matching contribution of up to 3% of eligible compensation.
- Fifteen days of paid time off annually, subject to company policies.
- Designated paid holidays.
- Mileage reimbursement at the applicable IRS standard mileage rate.
- Phone allowance and professional-development support.

#### **Work Arrangement**

This is a full-time, salaried, exempt position based at Emem Group's Milwaukee office. The position is primarily on-site, with up to one remote workday per week when approved and consistent with business needs. The regular schedule is approximately 40 to 45 hours per week, with additional time occasionally required for monthly closing, draws, and project deadlines. Local business travel is expected approximately twice per week.

#### **Equal Opportunity Employment**

Emem Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.