



SENIOR STAFF ACCOUNTANT

Warrenton, Virginia

CAREER OPPORTUNITY

WHO WE ARE

Harding AutoPark Systems is a specialized provider of mechanical and automated parking solutions. We partner with developers, architects, general contractors, property owners, and service partners to deliver innovative parking systems that maximize space, solve complex parking challenges, and provide lasting value to our customers.

Our involvement does not end when a system is installed. From design and project execution through commissioning, warranty, service, and long-term support, we believe in standing behind our work and building relationships that last.

We are a hands-on organization where every member of the team has an impact. Our Mission, Vision, and Core Values define how we approach our work, serve our customers, support one another, and build Harding for the future.

OUR MISSION

To deliver the most innovative, reliable and design-driven mechanical and automated parking solutions in the US. Backed by integrity, expertise and long-term partnership with every client we serve.

OUR VISION

To revolutionize urban mobility by setting the standard for automated parking in North America, achieving sustainable growth and becoming the nation's most trusted name in parking system innovation.

OUR CORE VALUES

People First

We invest in our team and foster a culture of respect, growth and excellence.

Customer Obsessed

We serve our customers and end users with care, urgency, and unwavering focus.

Integrity & Honesty

We are truthful, transparent, and do what is right — always.

Excellence

We set the standard for quality in our industry.

Innovation

We bring practical, forward-thinking solutions to every challenge.

Commitment

We manage risk, support our projects long-term, and stand behind our work.

Driven by Precision - Defined by People

THE OPPORTUNITY

Senior Staff Accountant

Harding AutoPark Systems is seeking an experienced Senior Staff Accountant to join our team and play an important role in the financial management of our growing business.

This is not simply a transactional accounting position. We are looking for someone who understands how the financial side of a project-based business works and can connect the accounting records to what is actually happening within our projects.

The successful candidate will have a strong understanding of **accrual accounting and general accounting principles** and will be comfortable working across the full accounting cycle. Experience in **construction, contracting, or another project-based business is strongly preferred**, particularly experience with **job costing and Work-in-Progress (WIP) analysis**.

The Senior Staff Accountant will work closely with company leadership, project managers, operations, vendors, and other members of the organization to maintain accurate financial information and provide meaningful insight into project and company performance.

KEY RESPONSIBILITIES

General Accounting & Month-End Close

- Perform accounting activities in accordance with accrual accounting principles and company policies.
- Prepare and post recurring and non-recurring journal entries.
- Maintain the general ledger and ensure transactions are recorded accurately and in the appropriate accounting period.
- Perform monthly balance sheet and general ledger account reconciliations.
- Manage and support the monthly, quarterly, and year-end closing processes.
- Review accrued expenses, prepaid expenses, deferred items, and other period-end adjustments.
- Assist in preparing monthly financial statements and management reporting.
- Research and resolve accounting discrepancies and unusual transactions.
- Maintain appropriate supporting documentation and accounting records.
- Assist with annual financial reviews, audits, tax preparation, and other outside accounting requirements.

Project Accounting, Job Cost & WIP

- Prepare, maintain, and analyze Work-in-Progress (WIP) schedules.
- Review project contract values, approved change orders, estimated costs, costs incurred, billings, and remaining project costs.
- Work with project managers to maintain accurate project cost forecasts.
- Analyze project profitability, gross margin, cost-to-complete, over/under billings, and other key project financial indicators.
- Identify discrepancies, unusual cost activity, margin deterioration, or other financial risks within active projects.
- Ensure project costs are properly coded and assigned to the appropriate jobs and cost categories.
- Support appropriate revenue recognition for long-term projects in accordance with the company's accounting policies and applicable accounting standards.
- Reconcile WIP schedules to the general ledger and financial statements.
- Help management understand the financial performance of individual projects and the overall project portfolio.
- Participate in periodic project financial reviews with project management and leadership.

Accounts Payable

- Review vendor invoices for accuracy, appropriate approvals, job coding, and accounting classification.
- Ensure expenses are recorded in the proper accounting period.
- Reconcile vendor statements and investigate discrepancies.
- Support payment processing and vendor account management.

- Monitor outstanding commitments and project-related costs when necessary for accurate WIP reporting.

Accounts Receivable & Customer Billing

- Support customer invoicing and project billing.
- Ensure billings are consistent with contract terms, project milestones, schedules of values, and approved change orders.
- Record and apply customer payments accurately.
- Monitor accounts receivable aging and assist with collection activities.
- Work with project managers to resolve billing discrepancies and outstanding customer balances.
- Assist with analysis of project billings compared with recognized revenue and earned project progress.

Cash & Balance Sheet Management

- Perform bank and credit card reconciliations.
- Monitor and reconcile cash activity.
- Maintain schedules for prepaid expenses, accrued expenses, fixed assets, and other balance sheet accounts.
- Assist management with cash-flow reporting and forecasting as needed.

Financial Analysis & Management Support

- Prepare financial schedules and analysis to support management decision-making.
- Analyze actual results against budgets, forecasts, and prior periods.
- Identify trends, discrepancies, and areas requiring management attention.
- Assist with annual budgeting and periodic forecasting.
- Support special financial and operational projects as the company continues to grow.

Processes & Internal Controls

- Help develop, document, and improve accounting procedures and internal controls.
- Look for opportunities to streamline processes and improve the accuracy and timeliness of financial reporting.
- Maintain organized financial records and supporting documentation.
- Work collaboratively with other departments to improve the quality and flow of financial information throughout the organization.

QUALIFICATIONS

Required

- Bachelor's degree in Accounting, Finance, or a related field.
- Strong knowledge of accrual-based accounting and the accounting cycle.
- Solid understanding of general ledger accounting, journal entries, reconciliations, and financial statements.
- Experience with month-end and year-end close processes.
- Strong Microsoft Excel skills.
- Strong analytical and problem-solving abilities.
- Excellent attention to detail and commitment to accuracy.
- Ability to organize and prioritize multiple responsibilities and meet deadlines.
- Strong written and verbal communication skills.
- Ability to work effectively both independently and as part of a team.

Strongly Preferred

- 5+ years of progressive accounting experience preferred.
- Accounting experience within the construction, specialty contracting, equipment installation, engineering, or another project-based industry.
- Hands-on experience preparing and analyzing WIP schedules.
- Experience with job cost accounting and project profitability analysis.
- Understanding of percentage-of-completion or other applicable long-term contract revenue recognition methods.

- Experience working directly with project managers to review project costs and forecasts.
- Experience with ERP, construction accounting, or project accounting systems.

THE PERSON WE ARE LOOKING FOR

Technical accounting knowledge is important, but how you approach the work matters just as much at Harding. Our Senior Senior Staff Accountant should demonstrate our Core Values in the way they approach their work and their relationships with the rest of the organization.

- Put People First by being a collaborative, respectful, and dependable teammate.
- Be Customer Obsessed, understanding that accurate and timely financial work ultimately supports our ability to deliver for our customers.
- Demonstrate Integrity & Honesty by maintaining accurate records, communicating openly, and doing what is right even when no one is watching.
- Pursue Excellence through attention to detail, high standards, and a commitment to getting the numbers right.
- Embrace Innovation by looking for better, more efficient ways to improve accounting processes, reporting, and financial visibility.
- Demonstrate Commitment by taking ownership, following through, managing risk, and supporting the long-term success of our projects and company.
- Want to understand why the numbers look the way they do—not simply record them.
- Be comfortable asking project managers and other team members questions when something does not make sense.
- Identify problems and bring forward proposed solutions.
- Be highly organized and able to manage multiple priorities and deadlines.

COMPENSATION

TARGET BASE SALARY: \$80,000–\$90,000 ANNUALLY

Actual compensation will be based on the candidate's accounting experience, construction/project accounting background, WIP expertise, technical skills, and overall qualifications.

APPLY TO JOIN HARDING AUTOPARK SYSTEMS

If you are an accounting professional who wants to be part of a growing company, understands the importance of accurate project accounting, and identifies with Harding's Mission, Vision, and Core Values, we would like to hear from you.

Harding AutoPark Systems is an equal opportunity employer. We consider qualified applicants without regard to legally protected characteristics and are committed to maintaining a professional workplace where employees have the opportunity to succeed.