



SENIOR ACCOUNTANT

Onalaska, WI. We're looking for a motivated senior accountant who thrives in a fast-paced environment and wants to be part of a growing company. This role blends accounting with HR tasks like benefits administration, onboarding, and personnel recordkeeping. At DBS Group, we're more than a general contractor — we're a design-build partner helping clients bring their visions to life. As a growing company, we're proud of our collaborative culture, our commitment to quality, and the opportunities we create for our team members to grow right alongside us. Position reports directly to Controller.

Key Responsibilities

Accounting / general

- Process weekly check run
- Process weekly employee expense reimbursements
- Calculate and charge jobs for various internal costs
- Monthly reconciliation of various general ledger accounts
- Assist in month end financial reporting
- Assist in preparation of the annual budget

Accounting / payroll

- Manage the collection, review, and posting of allocated time charged to jobs
- Update weekly allocation reports
- Coordinate with payroll processing firm
- Make journal entries for bi-weekly payroll and quarterly payroll reports

Miscellaneous

- Project setup and budget entry
- Primary resource for company cell phones and tablets
- Assist with administration of employee benefits

What We're Looking For

- Bachelor's degree in accounting or related field
- 2–5 years of accounting experience
- Ability to demonstrate a high degree of time management and organizational skills
- A team player who thrives in a growing, collaborative environment
- Able to relate and communicate effectively with an array of personalities and cultures

What We Offer

Competitive salary and comprehensive benefits package that includes health, dental, vision, and retirement benefits, paid time off and holidays, performance bonuses, and opportunities for professional development.

If this position sounds like a position, you are both qualified for and interested in, we want to hear from you! Applications will be accepted until December 8 or until filled. Please send resume and cover letter to jsteffes@steffeshradvantage.com