

Project Accountant

Summary: The Project Accountant reports to the Director of Project Accounting and will work in conjunction with all project and accounting staff. They will assist Project Managers with timely and accurate information and reporting including responsibilities for job cost tracking, AIA management, research, and communication on project status and payment approvals.

Responsibilities:

- Setup owner schedules of values per contract.
- Create and submit monthly pay applications to Owner.
- Analyze detail of job cost transaction reports.
- Review supplier and subcontractor invoices related to T&M and cost plus project billing.
- Create and submit any required reporting related to project.
- Schedule and coordinate the timely receipt of pay applications with subcontractors.
- Support subcontractor setup and compliance requirements.
- Track subcontractor payments, lien waivers and account balances.
- Code and process project related invoices.
- Create change orders based on information given by project manager.
- Handle overflow of other administrative and clerical tasks.

Qualifications:

- Must have 3+ years' experience in an accounting role in the construction industry, supporting multiple projects simultaneously preferred
- Proficiency of accounting principles, cost transactions, budget maintenance and pay applications required
- Must have excellent computer skills and be able to demonstrate proficiency with MS Office products (Word, Excel, PowerPoint, etc.) typing 50+WPM
- Must be able to work in a fast-paced office environment, able to multitask, meet critical deadlines with eye for accuracy and attention to details
- Ability to work with all levels of project staff and organization
- Experience with Oracle a plus

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