

JOB DESCRIPTION

JOB TITLE: Construction Accountant

EMPLOYER: BREG Services

DEPARTMENT: Accounting

REPORTS TO: Controller

EFFECTIVE DATE: 8/1/2019

SUMMARY: Provide accounting support to the ownership & departmental personnel by ensuring data integrity of financial information, providing timely & accurate reporting to management, safeguarding company assets, and maintaining internal controls. Performs analysis and prepares reporting from accounting records.

DUTIES AND RESPONSIBILITIES:

- Works directly with Project Managers and Subcontractors on completion and approval of monthly AIA Documents as part of Draw Process.
- Prepares progression draw paperwork to lending institution for processing of payment and collects lien waivers from subcontractors for funding.
- Performs job costing analysis relative to project budget and incurred charges verifying needs for change orders and contingencies.
- Coordinates subcontractor and supplier lien waivers and obtains customer /owner sworn statements.
- Conduct monthly financial statement review of comparison to budget data with management.
- Oversees the status of cash accounts and balances relative to timing of funding and payables.
- Reviews and manages Certificates of Insurance from Subcontractors for compliance with contractual requirements
- Works directly with Subcontractors on completion and submission to agencies of Section 3, Labor Relation Agreements (LRA) and Certified Payrolls as part of Draw Process
- Examine and analyze existing policies and procedures, researching alternative opportunities, developing more effective and efficient processes.
- Understand and provide guidance of core accounting principles and business practices.
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- Bachelors degree in accounting or equivalent
- Five to seven years related experience
- Familiarity with construction standards and terminology
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Acute attention to detail
- Ability to work independently and as a member of various teams and committees
- Proficient on Pro Contractor software

- Strong interpersonal skills.
- Creative, flexible, and innovative team player

COMPETENCIES:

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Teamwork** - Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to sit for long periods of time
- Continually required to utilize hand and finger dexterity (computer keyboard)
- Frequently required to talk or hear
- Occasionally required to lift/carry items up to 25 pounds

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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