



Construction Accountant

We are looking for a reliable and precise professional to help us properly maintain our financial information with an emphasis in Job Cost and Billings. This accountant will initially complete the draw and billing functions and assist with the job cost responsibilities with our accounting software. We are seeking an experienced candidate who can process the billing to the proper cost centers, work with vendors to submit the proper documentation, and reconcile to the job cost reports. This specialist may also assist in other areas of the accounting or operational departments.

Essential Duties and Responsibilities:

- Prepare draw package including the G702 and G703 forms
- Review all invoices for appropriate documentation and approval prior to payment
- Must have familiarity of AIA forms
- Prepare customer sworn statements
- Prepare owner sworn statements
- Coordinate subcontractor and supplier lien waivers
- Coordinate final project closeout with project managers
- Certified payroll
- Assist in month end closing
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist with other projects as needed
- Provide secondary support of other operations
- Protect organization's value by keeping information confidential

Required Skills:

- 3+ years of experience in construction billing and draw processes
- Ability to use Microsoft productivity software such as Excel, Outlook, and Word
- Familiarity with accounting software, ideally AppFolio or Proc-Contractor by Viewpoint
- Must have a strong work ethic
- Strong organizational ability and a self-starter
- Ability to follow standard filing procedures
- Excellent attention to detail
- Effective corporate communications skills
- Ability to consistently meet all deadlines

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