Project Accountant 

# REPORTS TO: Controller

The Project Accountant shall be assigned specific projects and other duties by their project manager. It shall be the responsibility of the Project Accountant to manage all project accounting tasks.

Duties and Responsibilities:

General:

1. Set goals for self in all aspects of responsibilities and monitor progress. Write out weekly priorities each week and review with controller.
2. Provide support in all aspects of project administration and perform all project accounting duties.
3. Keep office area organized and presentable at all times.
4. Respond promptly and professionally to all telephone, fax, and email correspondence.

Financial:

1. Enter initial project budgets into the accounting system.
2. Enter both owner and subcontractor change orders into the accounting system. Send, track and file subcontractor change orders and owner change orders in job files.
3. Collect, review and enter subcontractor billings then forward to project manager for final approval. Enter any revisions made by the project manager to subcontractor billings.
4. Provide controller with outstanding invoice list every Friday.
5. Distribute or mail subcontract payments for your assigned projects.
6. Track and collect sub-tier/supplier waivers for assigned projects.
7. Prepare owner billings and lien waivers as directed by project manager.
8. Prepare subcontractor billings forms and distribute to subcontractors at job start up.

Quality

1. Insure that all subcontractor billings are submitted on correct forms.
2. Insure that all subcontract requirements are met and confirm with PE all field requirements are met before payments are released.

Document Administration

1. Set up subcontractor files at beginning of job
2. Update and maintain buy out log
3. Record insurance certificates in the accounting system and on buy out log after Kathy Stamm has approved them.
4. Supply project owners with all required documentation to ensure prompt payment.
5. Prepare bi-weekly time sheet and submit to controller.
6. Track, log and verify certified payroll and obtain all information needed in association with certified payroll.
7. Collect, track and organize special forms required on project such as work force reports, OSHA 10 hour reports, prevailing wage affidavits or other documentation as required by owner contract.
8. Communicate with PE/Superintendent monthly before sub billings are processed about who has been on site and what suppliers have been on site. Then use this information to collect appropriate paperwork/waivers from subs.