The Project Accountant is responsible for processing statements; performing general accounting functions and job based accounting procedure, budgets and scheduling of values. The Project Accountant will be responsible for maintaining the billing and receivables for multiple Project Managers and Project Engineers who each manage multiple projects simultaneously. The Project Accountant must a desire to learn, find answers, and take personal responsibility for quality, timeliness and process improvement.

Responsibilities include:

* Act as first line of communication with our Owners, Customers, Project Managers and other staff and provide timely responses to questions and inquiries
* Maintain project-related records, including contracts and change orders
* Review monthly Work-in-Process reports for completeness and accuracy
* Work closely with Project Managers and perform detailed monthly job cost reviews
* Initialize new projects in Vista for Viewpoint, which is our accounting ERP
* Review bonding requirements per contract and order Payment/Performance bonds if required
* Review insurance requirements and obtain Certificate of Insurance
* Enter approved Project Cost budgets into Viewpoint
* Enter the approved Schedule of Values into Viewpoint
* Authorize the transfer of expenses into and out of project-related accounts
* Investigate project variances and submit variance reports to management
* Enter approved Subcontracts and change orders into Viewpoint
* Produce and send monthly Application for Payment for each job (including release of liens, vendor lien waivers, Customer-specific billing formats, etc)
* Responsible for Construction Billing and Collections
* Obtain and submit all billing-related close-out documents, incl. final liens, certifications, etc.
* Assist with special projects and other duties as requested

Requirements:

* At least (5) years of experience in construction project accounting
* A Bachelor’s degree in Accounting
* Strong knowledge of project contracts and change order documents
* Must have excellent verbal communication and writing skills
* Familiarity with an integrated Job Cost and Construction Accounting
* Proficiency at the intermediate level in Microsoft Office; primarily Outlook, Word and Excel
* Ability to prioritize tasks, work effectively under stress, meet short deadlines and take direction

Preferred experience/qualifications/characteristics

* Viewpoint Construction Software
* AIA Construction Software
* Strong communication skills to handle both internal and external personnel
* Ability to troubleshoot and problem solve with a high attention to detail
* Ability to multitask under pressure
* Ability to prioritize responsibilities to maximize efficiency