Project Accountant

Revised 6.27.2019

**REPORTS TO**

The Project Accountant reports directly to the Accounting Manager and will be based in our Chicago office.

**job description**

It is the responsibility of a Project Accountant to prepare client invoices and assists the Accounting Manager with tasks relating to the G / L, including but not limited to accounts payable, accounts receivable, expense reports, and accrual accounts. In the performance of this role, the Project Accountant is responsible to protect and promote the interest of Executive Construction in all matters and to take actions as required to perform the following duties.

Responsibilities

Full Project Billing and Payment Cycle

* Prepare client invoices for five to seven Project Managers (PMs)
* Collect trade contractor payments and oversee Accounting Analyst on waiver collection
* Work closely with PMs to solidify accurate sworn statements
* Work closely with PMs to ensure all documentation is in order for timely pay application issuance resulting in timely payment from owner

Job Costing

* Process trade contractor and material invoices
* Set up new jobs / projects into accounting software

General Ledger

* Assist in monthly / quarterly reconciliation of G / L accounts
* Assist in preparation of documents needed for annual audit
* Other miscellaneous special projects as assigned by the Accounting Manager or Controller

Miscellaneous

* Organize and implement timely project closeout
* Develop communication skills and sensitivity to needs of the entire team
* Inform supervisor of all important issues and ask for help when needed

**technology**

Develop skills and maintain proficiency in project management software including Viewpoint and Access; Adobe Acrobat; and Microsoft software including Dynamics 365, and Office 365 programs: Excel, Outlook, PowerPoint, Word, OneDrive, and SharePoint.

**VALUES**

Understand and embrace the core values of Executive Construction throughout your daily interactions with internal and external customers.

* **P**erformance
* **R**esourcefulness
* **I**ntegrity
* **S**ensitivity
* **T**eamwork

**requirements**

* 0-3 years work experience
* Flexible work schedule; must work minimum of 3 days a week
* Organized and detail oriented with ability to multi-task
* High level of integrity; must be trustworthy
* Proficient in Microsoft Office 365
* Preferred Viewpoint experience