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| Job Title: | Project Accountant | Reports to: | Controller |
| Classification | Non-exempt | Date Created | 03/14/2014 |
| Supervision | None | Last Approved: | 12/2020 |

JOB SUMMARY

The position of Project Accountant assists the CFO, Accounting Manager, and MYCON management team in maintaining general accounting and accounts payable functions. The Project Accountant function is to maintain financial reports, records, and general ledgers and perform general bookkeeping.

RESPONSIBILITIES

Essential Functions

* Manages full accounts payable function
	+ Process monthly subcontractor pay applications and ensure timely payment
	+ Process invoices and expenses, code per project or account
	+ Monitor financial obligations of accounts to prevent liens and obtain all supporting forms and documents.
	+ Monitor master subcontract agreements, job specific subcontracts, change orders, certificates of insurance, W-9s.
	+ Revise and enter invoices, process checks and lien waivers.
	+ Supervise sub payment to suppliers, secures joining check agreements, ensures sub-suppliers are paid and secure supplier lien waivers.
	+ Liaison for vendors to reconcile any billing discrepancies.
	+ Year-end reporting as assigned, i.e. 1099
* Accountable for Job-costing.
	+ Inputs estimates, commitments, and change orders.
	+ Review and analyze actual invoicing for accuracy on job costs.
* Responsible for General Accounting process
	+ Maintains associated excel spreadsheets for analysis.
	+ Assists with general ledger entries.
	+ Performs project end close and record reconciling entries.
* Work with project management team staff ensuring proper compliance of accounting procedures including reviewing and analyzing job cost estimates and budget adjustments.
* Prepares reports as requested utilizing manual methods and/or computer software.
* Research issues as required for resolution.
* Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

* Effective oral and written communication skills
* Strong attention to detail required
* The ability to perform a variety of tasks simultaneously and an accurate and timely manner.
* Considerable skill in problem solving, conflict resolution, and managing confidential information/situations.
* Strong customer service skills needed to build and maintain relationships with clients, subcontractors, and vendors.
* Behavior that supports positive work environment keeping in line with company mission and values.

QUALIFICATIONS

Required skills needed but not limited to the following:

* Bachelor’s degree in accounting
* Five (5) plus years of accounting experience
* Working knowledge of and ability to apply General Accepted Accounting Principles (GAAP)
* Ability to apply basic analytical skills
* Intermediate Microsoft Office skills
* Knowledge of Spectrum Accounting Software and Oracle Textura a plus

PHYSICAL DEMANDS

* The physical demands described are a representative of those that must be met by an employee to successfully perform the essential function soft his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* While performing the duties of this job the employee is frequently required to sit, converse, and listen; use hands to touch, handle, or feel objects, tools, or controls; and to reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
* The employee must be able to lift and/or carry over 25+ pounds on a periodic basis and be able to push/pull over 25+ pounds on a periodic basis.
* The employee must be able to stand and/or walk at least five hours per day.
* Reliable, predictable attendance at the scheduled site/office
* Ability to work in sometimes stressful environment
* Ability to work collaboratively as part of a team

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the listed functions of this job.

I have read the Job Description and understand the functions and objectives of the position at this Facility. I understand I am responsible for compliance with all policies and procedures.

Employee's Signature: Date: