

JOB DESCRIPTION

Stevens-Leinweber Construction Inc.

JOB TITLE: Construction Accountant

JOB LOCATION: Main Office, Phoenix, AZ

I. JOB SUMMARY

This position is responsible to assist in the Company's day-to-day accounting process. This included maintenance of various departmental projects, providing administrative support as needed, as well as others duties assigned by the Controller.

II. DUTIES AND RESPONSIBILITIES

- Accounts Payable
 - a. Cross-check vendor invoices for accuracy prior to payment
 - b. Coordinate the weekly check run to subcontractors
 - i. Manage subcontractor waivers and supplier waivers
 - c. Prepare, and pay overhead invoices
 - d. Assist accounting assistant with invoice inquiries
- Accounts Receivable billing & collections
 - a. Assist Controller with preparing monthly billings to the Project Owners (AIA)
 - b. Review collection report weekly with Controller and assist in collection process if necessary
- Collect, process and maintain preliminary notices and sub/supplier lien waivers and W-9's
 - a. Update Sage when preliminary notices come via mail/email
- Assist with 1099 processing at year-end
- Respond to vendor payment inquiries and statements
 - a. Reply to email messages and phone calls for project status
 - b. Look up each invoice on statements to make sure they have been received and processed
- Maintain and reconcile Company's monthly credit card statements
- Assist in the job closing process on a monthly, quarterly and yearly basis
- Assist Controller with additional duties and projects as needed

III. QUALIFICATIONS:

- Minimum 1-2 years of construction accounting experience
- Proven knowledge of general accounting procedures and standards
- CMiC/Sage Construction Accounting software experience is a plus
- Proficient in Microsoft Office, including Outlook
- Independent self-starter who can prioritize with minimal supervision
- Positive attitude and works well with others, promoting a team atmosphere
- Excellent organizational skills, interpersonal and customer service skills
- Interact with owners, employees, vendors and clients with professionalism and a friendly attitude
- Must be reliable, timely and able to work full time

IV. WORKING CONDITIONS:

- This is a full-time office position working Monday through Friday
- Employee-paid health, dental, and vision insurance
- 401K
- Supplemental Insurances (Life, Short Term Disability, Accident, etc.)
- Casual work environment
- Vacation time and Holiday pay

Send resumes to: Heather Thorne hthorne@stevensleinweber.com