

Senior Construction Accountant Job Summary

Job Summary

This role is your opportunity to build your leadership skills, enhance your accounting skillset, and find new or more creative ways to administer our business. As our Senior Construction Accountant, you will take ownership of our financial and project accounting. Apply your knowledge of accounting principles to record and analyze financial information, manage project costing framework, facilitate customer billing concerns, resolving project reporting problems, prepare financial statements, and facilitate financial review or audit by our company's public accountant.

We value integrity, humility, respect and the spirit of entrepreneurship. Our people embody these values to our customers and vendors. Accordingly, this position comes with excellent opportunities for career development and competitive benefits.

Job Responsibilities

- Supervise one or more staff persons and prepare annual reviews.
- Manage our job costing system attributes used to control project lifecycle reports
- Develop, implement, and maintain construction management system, including setting up projects (jobs), estimated job costs, cost codes, contracts, change orders, purchase orders, and, when needed, customizing construction progress reports.
- Review construction contract documents including change orders and lien releases.
- Review and analyze capitalization of costs to ensure compliance with revenue recognition standards and company policies.
- Manage process for proper and timely coding of construction invoices (payment applications)
- Periodically review and analyze construction financial status with Project/Construction Managers.
- Oversee project billings and lien releases for customer invoices.
- Oversee disbursements and lien releases for vendor invoices.
- Facilitate project reporting needs of operational personnel
- Prepare periodic financial statements for management
- Prepare/gather materials related to construction and cost accounting matters for internal and external auditors.
- Coordinate/interface with the company's cost accounting system software provider.
- Manage company and project cash flows

Job Skills & Qualifications

Required:

- Four-year business accounting/finance degree and a minimum of 3 years' construction / job cost accounting experience.
- Understanding of construction cost accounting principles and revenue recognition standards.
- Intermediate skills with MS Office, including Outlook, Excel, and Word.
- Ability to analyze and interpret accounting data and perform quantitative analyses.
- Experience structuring and applying Microsoft Excel solutions to accounting and reporting needs.
- Adept in responding to common business inquiries from customers, regulatory agencies, vendors, employees, and management.

Preferred:

- [FOUNDATION software](#) experience is a plus, but not required
- Experience reading and/or interpreting construction contracts, lien releases, and other pertinent construction documents.
- Experience developing and writing accounting policies, processes, and procedures.
- Experience diagramming with Microsoft Visio.

Wyatt Management is an equal opportunity / affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.