

PROJECT ACCOUNTANT

Our **Project Accountant** is responsible to provide construction project accounting, job cost analysis and administrative support for Senior Management, Project Management and Corporate Accounting Management from project start-up through contract closeout. They are an essential member of the project and accounting teams, ensuring all activities comply with company policies, procedures and internal controls.

Major Duties and Responsibilities:

- Prepare and/or process pay estimates for State and Municipal entities as well as Private Owners on heavy highway, civil, site development, concrete and asphalt projects.
- Recording and processing of all subcontractors draws including payment.
- Ensure subcontractor compliance with all company and contract requirements such as proper lien waivers, insurance certificates and MBE/DBE/EEO/other diversity reporting.
- Ensure the accurate approval and processing of change orders.
- Assist Project Management with the preparation of monthly cost to complete forecast as well as the updating of job cost reports for changes in pay items, unit quantities, unit prices or change orders.
- Collaborate with project management and administrators to ensure the timely and accurate performance of contract requirements as well as the development and discussion of recommendations for improving communications or operational efficiencies.
- Facilitate the timely closeout of all contracts including all contract receipts and the gathering, preparation and submission of all required documentation.
- Prepare estimated cash flow schedules for weekly contract receipts and subcontractor payments.
- Promote effective relationships with customers, subcontractors and fellow employees that reflect the company core values and meets or exceeds the customer's expectations.

Required Skill/Knowledge:

- Bachelor's Degree in Accounting or related field experience strongly preferred
- Minimum 3 years construction project accounting & related software experience
- Proficient with MS Office and MS Outlook
- Experience with the Vista ViewPoint Construction software a plus
- Ability to prioritize responsibilities and multi-task in a fast-paced environment
- Ability to think analytically and manage multiple priorities
- Demonstrated effective time management skills
- Excellent written and verbal communication skills with strong interpersonal skills