

Plote Construction

Position Title: Project Accountant

Department: Accounting

Reports to: Assistant Controller

Exempt **Non-Exempt**

I. Primary Function: (Describe the purpose of this position to the Department/Function. State in terms of objectives and primary goals. What is the reason this position exists?)

The Project Accountant is responsible for processing contract & subcontract pay estimates in order to book and collect revenue in addition to booking / distributing Subcontractor costs.

II. Major Duties and Responsibilities: (Describe the 5 essential activities performed in carrying out the objectives of the position, including: significant tasks, responsibilities, projects and decisions.)

- Responsible for processing pay estimates by; assisting and reviewing job costs and processing ViewPoint job cost allocations as directed by PM. Processing Joint Ventures which require an additional spreadsheet dividing revenue between partners. Follow up-preparation of JV cash sheet to Treasury. Process Tollway SBE2114 (minority utilization) reports monthly. Work in multiple Web Based programs (Required by Owners).
- Review Project Billings (estimates) with PMs; PM is required to identify split cost/revenue items (Joint Ventures review as well) and required to provide information on T&M billings (adds to contract).
- In regards to the Processing of Change orders, required to; balance, adjust, approve ViewPoint change order module for items completed by the PM, correct unit of measure, bid item entered, Cost/Purchase information entered(PM), (Often subcontract information is not interfaced correctly in Database (ViewPoint), requiring PA manual entry).
- Meeting and coordinating the requirements specific to private and public jobs such as; producing invoices, Plote waivers, AIA forms for private positions; producing sworn statements, MBE/DBE Status reports, Voucher of Construction Payments for the City of Chicago.

III. Additional Responsibilities: (List additional non-essential duties which are nevertheless typically performed by the job incumbent. This is a list of some, but not all responsibilities.)

- Prepare Snow Billings (Seasonal as required).
- Daily review IDOT website for estimates/payments.
- Follow up with PM on final quantity agreements and process for subcontractors.
- Final paperwork as needed for each Owner/Contract, Public or Private.
- Prepare Weekly Cash Receipts Report, prepare Subcontract Payment (Pay when Paid).
- Maintain Held Check list (Assist with Cash Management), record all distributions and new issues; Audit schedules, pull backup, Assist in preparation of Schedule 5A.

IV. Required Skill/Knowledge: (What specific types of skills/knowledge are required to perform the job? What kind/amount of experience is required?)

Job Cost accounting.

Able to work without supervision and plan own work schedules.

Ability to multi-task and meet deadlines.

Must be organized, detail oriented and accurate.

Analytical and problem solving skills.

V. Preferred Skills/ Knowledge: (Ideal skill set)

- Minimum 3 years construction project accounting experience.
- Proficient with MS Office and MS Outlook.
- Experience with the software ViewPoint.
- 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.

VI. Education Level / Required Certification:

B.S in Accounting/Finance or related field.

VII. Problem Solving: (What are the day to day challenges or problems encountered in completing the objectives of the position? Describe the variety and complexity of the problems and the nature of any creativity which may be applied on a regular basis?)

Communication is the key to resolving any issues with coworkers and outside contacts. Along with the ability to listen and figure out what the true issues are.

Working with tight schedules; need to meet monthly/regular deadlines across the numerous projects that each person handles; prioritize time.

Uneven skill levels/ability of project staff; learn to know each person's strengths and weakness and figure out how you can help each.

Creative problem solving; if an issue on a project is discovered, and answers are not being provided by the project staff, be able to research the data to come up with your own solutions/answers

VIII. Internal/External Contacts: (Describe the nature, reason, frequency of contacts with others made in the performance of the job.)

Internal: Project Management, Sr. Management, General / Corporate Accounting

External: Clients, Subcontractors/Vendors

IX. Supervisory Responsibility/ Authority to: (Total number of exempt and non-exempt reports. Authority to make what types of decisions.)

N/A

X. Promotional Opportunities: (Possible Career Path)

N/A

XI. Job Share Yes No

XII. Additional information:

While performing the duties of this job, the employee is regularly required to talk or hear working within standard office environment; regular exposure to video terminal displays; prolonged periods of sitting at desk. Proof of valid Driver's License and insurance required. Ability to lift up to 30lbs.

Approvals:

Team Member _____ **Date** _____

Department Manager _____ **Date** _____

Human Resources _____ **Date** _____