



Project Account

The Project Accountant plays a pivotal role in overseeing the project billing and collection process and reviewing costs and gross profit on each project. This role interacts heavily with internal project managers and project engineers and the client/general contractor/owner. The project accountant is a key member of the construction team, contributing significantly to the financial success of each project.

Responsibilities

The Project Accountant performs a variety of accounting functions in an accounting department to include the following:

- Effectively communicate with Project Managers (PMs) and Project Executives (PXs), regarding contract documents, change orders and other contract modifications, approvals, and any additional services-related to billing.
- Prepare final invoice package containing draft and final invoices for all billable projects, including all applicable backup for approval by the Controller and/or CFO.
- Send final invoices and waivers to the customer & follow up on client approval / payment.
- Assess and pursue opportunities for maximization of client billing; communicate with the Controller/CFO, as to your observations and actions taken.
- Collaborate with Project Manager to maximize monthly billing amounts.
- Maintain the billing folders for all projects, with all the appropriate documents, including pay applications, waivers, certified payroll reports, vendor invoices, etc. in accordance with standard procedures.
- Generate and distribute ad hoc receivables reports and job profitability reports.
- Set up new projects, make transfers of employee billable hours and/or expenses, and close jobs including review & investigation of open commitments.
- Prepare time and material (T&M) billings with all related supporting documentation.
- Manage/prepare subcontract waivers process.



- Manage certified payroll process on jobs where required.
- Recommend and implement agreed process improvements to the billing cycle.
- Prepare special project analyses for the PXs, PMs and others.
- Participate in monthly and quarterly project review meetings with CFO, Controller, VP of Construction Operations, and Group Leaders.

Required Skills and Knowledge

- Bachelor's Degree or some college courses in accounting or business preferred.
- Minimum of two years of experience in a similar role.
- Experience with AIA billings in a construction environment preferred.
- A thorough knowledge of standard contract terms, including hourly, lump sum, not-to-exceed and how they are applied in the billing process preferred.
- Ability to work well with others under deadline situations and respond to changes in priorities.
- Strong written and verbal communication skills and strong organizational skills.
- Ability to work independently, take initiative, set priorities, and see projects through to completion.
- Employ problem-solving skills and analysis, and report problems to the Controller.



Job Type: Full-time

Salary: \$90,000.00 - \$125,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Day shift

Experience level:

- 2 years

Experience:

- GAAP: 1 year (Preferred)

License/Certification:

- CPA (Preferred)

Ability to Commute:

- Geneseo, IL 61254 (Required)

Ability to Relocate:

- Geneseo, IL 61254: Relocate before starting work (Required)

Work Location:

- In person