

Job Description

JOB TITLE <i>Accountant</i>	LAST UPDATE <i>June 2012</i>
DIVISION <i>Finance</i>	INCUMBENT
STATUS <i>Exempt</i>	REPORTS TO <i>Controller</i>

OVERALL PURPOSE

Manage multiple construction projects by performing project accounting activities to ensure timely and accurate information, compliance with contract terms, and compliance with company accounting and administrative policies. Also, provide support to other Finance and project team members.

ESSENTIAL FUNCTIONS

In addition to other duties as assigned by the employer, the responsibilities of the Accountants include the following:

- Perform project setup to include entry of project estimates, rate tables, schedule of values, productivity worksheets and purchasing summaries.
- Collaborate with Project Managers to review projections. Identify and record adjustments to costs and revenues as required.
- Monitor, reconcile, and properly project scope changes according to established company policies.
- Assist Project Manager with preparation and coordination of project review meetings.
- Prepare and process customer billings.
- Finalize updated financial projections for month end, or as required
- Update monthly projects in progress summary to properly reflect revenue recognition.
- Update monthly backlog schedules to reflect current and projected backlog for assigned projects.
- Provide other financial information as needed to support management, operations and the finance department.

MINIMUM SKILLS AND QUALIFICATIONS

- Minimum of 5 years accounting experience with a construction or job cost background
- Bachelor's degree in accounting or equivalent
- Must be a team player and possess a customer oriented attitude
- Self motivated with a strong desire to perform at the highest level
- Excellent communication skills required for daily interaction with management, vendors, and customers
- Strong analytical skills essential to evaluate integrity of financial information and meet the highest standards of accuracy
- Must possess above average technical skills with an extensive background in accounting systems, a strong background in Excel and working knowledge of Word. Knowledge of Crystal reporting is a plus.