Job Description: PROJECT ACCOUNTANT

Reports to: Controller/CFO

Direct Reports: None

Position Overview

The Project Accountant is responsible for processing field payroll, Contract review, preparation and processing, Job set up, and providing support to Operations on payroll and purchasing. This position is responsible for Job Cost Analysis and reporting this information to the Controller/CFO on a weekly basis.

Department Overview

The Finance & Administration Department is responsible for maintaining Checks and Balances within the Company to ensure accuracy, timeliness, consistency and compliance in reporting to both internal and external customers. This Department is responsible for all financial concerns, administrative tasks, Human Resources, Information Systems and Communication Systems for the Company. The F&A Department consists of a Controller/CFO, Staff Accountant, AP/HR Manager, Project Accountant, Office/Projects Coordinator, and Accounting Specialist.
The Project Accountant is responsible for the following essential functions:

- Review payroll time entry for reasonableness
- Process field payroll
- Contract review and execution
- Project billing, lien waivers and collections
- Job set up in Accounting software
- Filing job information in Job File
- Job Cost Analysis
- New hires/terminations in Accounting software and Payroll software
- Purchase orders as directed by Operations
- Entering/tracking units complete in accounting software
- Monitoring committed costs on projects
- Revising estimates in CE to reflect final numbers

Personal Habits and Traits

- Demonstrate Q-TIPS [Quality – Teamwork – Integrity – Professionalism – Service]
- Pleasant demeanor, dependable and punctual
- Strong organizational and time management skills
- Exhibits pro-activeness and personal initiative
- Proficient with Microsoft Word and Excel

Key Results

- IN PROGRESS
- Meet Payroll Deadlines as determined by Controller
- Meet Billing Deadlines as determined by Contracts
- Closed Jobs Reporting in CE
- Collections on Contract billings

Received: ___________________________                     Date: __________________

(employee’s signature)
Daily (Weekly, Monthly) Dozen:

1. Daily monitoring of Payroll entry/reports to Operations
2. Issue PO’s for Superintendents/ Backup for Others
3. Review and/or create contracts
4. Contract billings
5. Collections
6. Enter new employees/term employees in two systems
7. Adjust PO’s for minor price discrepancies
8. Prepare information for weekly Projects meeting
9. Formwell billing and collections
10. Role in Project close-out (TBD)
11. Correspondence with customers/PMs regarding billing
12. Enter Units complete